



PENRYN FIRE PROTECTION DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday, November 17, 2025

Fire Station 38, 7206 Church Street, Penryn, CA 95663

Members of the public seeking to attend and to address the Board who require reasonable accommodations to access the meeting, based on disability or other reasons, should contact marmstrong@placerhillsfire.org at least twenty-four (24) hours in advance of a Regular meeting to make arrangements for such reasonable accommodations. (For Special meetings, please request accommodations no less than 12 hours prior to the meeting.)

MEETING AGENDA @ 6:30 P.M.

- 1. CALL MEETING TO ORDER / ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF MINUTES:** October 20, 2025 Meeting Minutes & October 23, 2025 Special Meeting Minutes
- 5. FINANCIAL REPORT & BILL APPROVAL**
- 6. CORRESPONDENCE**
- 7. PUBLIC COMMENT**

(The Penryn Fire Protection District Board of Directors has provided this period for members of the public to be given the opportunity to address the board on items of interest to the public, which are applicable to the district and within its jurisdiction. No action may be taken on any matter, which is not already on the agenda for consideration. The reasonable time frame for public comment will be limited to three (3) minutes per person, unless specifically authorized otherwise by the Chair. Items from the public will be considered without discussion by the Board and may be referred to staff.)

- 8. INFORMATIONAL / NON-ACTION ITEMS:**
 - A. Nevada County Professional Firefighters, Local 3800 Report
 - B. Administrative Staff Monthly Reports:
 - 1) Fire Chief Gow
 - 2) Fire Marshal D'Ambrogi
 - 3) Battalion Chiefs Nelson, Slusher and Williamson
 - C. Director Committee Reports
 - 1) Personnel Committee
 - 2) Finance and Administrative Contract Oversight
 - 3) Ad hoc Committee for future cooperation with other fire departments
 - D. Update on Hope Way project
 - E. Update from LAFCo meetings
 - F. Status on Placer County Local Hazard Mitigation Plan update for 2026
 - G. Review and discuss the Draft Injury Illness Prevention Program (IIPP)
 - H. Review and discuss the Draft Employee Physical Exam Position Paper
 - I. Discuss the Fire District Strategic Plan
 - J. Review and discuss the Sub-Joint Operations Agreement by and between Placer Hills Fire Protection District and Auburn City Fire Department

ACTION ITEMS

- 9. Consider and adopt Resolution 2025-13 Adoption of the annual fee report, capital improvement plan and fee increase**

10. Consider and adopt Resolution 2025-14 Transfer of \$13,500 to General Committed Reserves

MEETING ADJOURNMENT

Next meeting: Monday, December 15, 2025 6:30 PM - 8:00 PM (PST)



PENRYN FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS

MEETING MINUTES

Chair Hotaling, Vice-Chair Hardesty, Secretary Shields, Directors Heimlich and Verdugo

MINUTES OF THE REGULAR MEETING October 20, 2025

1. **Call the meeting to order and Roll Call:** Chair Hotaling called the meeting to order at 6:30 pm.

Directors in attendance: Danielle Hardesty, Diego Heimlich, Cheryl Hotaling, Larry Shields, and Robert Verdugo

Directors absent: N/A

Staff in attendance: Fire Chief Gow, District Manager Armstrong, and Battalion Chief Williamson.

2. **Pledge of Allegiance:** Chair Hotaling led the Pledge of Allegiance.
3. **Approval of Agenda:** Director Heimlich moved to approve the agenda. Director Shields seconded the motion that passed unanimously.
4. **Approval of Minutes:** Vice-Chair Hardesty moved to approve the minutes from the September 15, 2025 meeting. Director Verdugo seconded the motion which passed unanimously.
5. **Financial Report & Bill Approval:** Director Verdugo moved to approve the financial report and expenses. Vice-Chair Hardesty seconded the motion that passed unanimously.
6. **Correspondence:** N/A
7. **Public Comment:**

Public Member – Asked Mr. Pahule what the deadline was for filing an appeal and he cited a government code and stated its 10 days, which means Oct. 26th. Asked if the county is preparing letters of denial on the specific findings on the adverse impacts as required by government code. If the decision is not appealed the county will provide necessary documents and provide to the applicant. What is the role of planning and county counsel in the appeal, if the appeal is filed the planning staff will prepare a staff report that includes a summary of requested entitlements, the planning commission's decision, content of the appeal and staffs response to the appeals justification.

Public Member – Have an issue with all of the burning that goes on, been complaining about it to the air quality board. I would like to see it stopped at night.

8. **Informational/Non-Action Items:**

A. **Sierra Nevada Firefighters, Local 3800 (Local 3800):** Captain Gordon reported that they recently held elections, shop stewards will remain the same and Captain Reams was elected as the VP for Placer County, starting January 1st.

B. **Fire Chief Gow's Report:**

1. Continue talks with the City of Auburn about the possibility of combining our command staff to be more efficient. The concept is going in front of the city council this month and then will share at our future meetings.
2. Staff was able to sell the old surplus SCBA's for \$15,000.
Vice-Chair Hardesty asked about putting the money in the general fund encumbered. It was decided to be put on next month's agenda for a decision.
3. ISO rating was completed 3 years ago in Penryn. They came out to complete Placer Hills and Newcastle 2 weeks ago, they ended up adding Penryn to get all agencies on the same schedule. This meeting was completed in 3 hours and anticipating an increased rating, due to reserve engines and staff sharing.
4. Battalion Chief Nelson is planning to retire.

5. Attended funeral services for Captain Charlie Bridges from Dutch Flat and Battalion Chief Gary Kirk from Foresthill. Also attended the retirement party for Patrice Metz from Foresthill.

Battalion Chief Williamson report:

1. No new plans taken in, no finals or hydros.
2. All engines are back in service. Working on a couple projects at the station; driveway, blinds and an RFP for the roof.

Vice-Chair Hardesty pointed out that on the operations/monthly call report there was a typo. It should have read just the month and not Jan-Sept.

Public Comment:

Public Member – Previously discussed solar for the station and SEA, a local company, had indicated they would provide the district with a good deal. It may be good to look at again in the future, especially when redoing the roof.

C. Director Committee Reports

1. **Personnel Committee:** N/A
2. **Administrative Contract & Finance Oversight Committee:** N/A
3. **Ad hoc committee for future cooperation with other fire departments.** Vice-Chair Hardesty reported that they met with South Placer. Committee meeting was held two weeks ago where a presentation on the Placer Hills/Newcastle Reorg was given and South Placer gave information on ambulance services in the Town of Loomis. The next meeting is scheduled for the 28th.

- D. Update on Hope Way Project:** Chair Hotaling reported that they will ask for an update from staff and Directors may wish to share updates as well. After the reports it will be opened for public comment. After public comment is closed the board may wish to share any additional comments but no action will be taken on this item.

Chief Gow reported that the planning commission meeting was his first time attending and it was a learning experience.

Chair Hotaling shared that she found the planning meeting to be interesting. She also shared that she and Chief Gow met with Brian Myers and discussed some of the community concerns; utilization, response time, and ladder trucks. She is bringing a recommendation to the board that the fire district clarify comments made at the planning committee meeting. The district is not concerned with utilization; how busy your station is and how many hours they are on service calls, the target goal is to never be over 10% and Penryn, according to the Municipal Service Review, is only at 1.6%. This is considered very low, which is why utilization is not an issue. Our response time is not contingent upon how many calls per day we have, although having more calls per day could somewhat increase the probability of having concurrent calls. If this occurs, even now, it would go to mutual aid. An Issue that is outside our jurisdictions control but could impact public safety is a ladder truck. We do not have a ladder truck, the closest staffed ladder truck is in Rocklin. The roundabout and traffic control and county wide emergency planning is not within the districts control, that falls to the Office of Emergency Services. We participate in exercises but not our jurisdiction, it would be reasonable for the district to share that they have concerns about it as we have not seen any studies or plans to ensure it doesn't impact public safety.

Chief Gow shared that the likelihood of needing a ladder truck quickly is small but predictable. Vice-Chair Hardesty reported that about 2 months ago at the Fire Alliance meeting they had a presentation and they are doing a survey about roads. It was determined that the survey has now been closed.

Public Comment:

Public Member – Heard what is said about the response times and impact on the district. Acknowledge that public service providers cannot refuse to provide services. At the planning commission meeting they did not seem to be asking if we can do the job but what the impact would be on the district. The planning commission's objective was to determine if safety concerns from the project would preclude or otherwise delay approval. Chief Gow indicated that there would be no impact on average response times and staffing levels. When pressed for further explanation no detail was provided. It seemed that the information provided was not helpful in the commission's decision making. I encourage the board provide more meaningful answers or defer to a subject matter expert.

Public Member – The hearing was an eye opener for all of us. The planning department failed by not soliciting reports, information and data to make an informed decision. I would ask that we be proactive as we now know what is needed. They need the education and data about utilization. If personnel is spending more time on calls it takes away from their mandated training and equipment & station maintenance. The commission needs the data to make a decision, including that of law enforcement and ambulance. They didn't know what to ask the engineer, related to evacuation.

Public Member – Have attended several planning commission meetings, and this one was not that bad. Items that I noticed; they didn't seem to know that Penryn Rd. is the main evacuation route, wondering if contact has been made with the equine hospital and what it would take to evacuate, and county counsel didn't prep the commission about them needing to show the burden of proof to be able to make it so the state wouldn't sue them.

Public Member – When I attended the meeting I heard facts and I wondered if there was really some proof, wondering what research was done. It seemed like there wasn't concrete data. Wondering if we can count on everyone to, despite the agreements we have with other agencies.

Chair Hotaling shared that the way people are defining Penryn as the 1,000 residents that is not the Penryn Fire Protection District, we serve around 3,200 residents. Even if you take the highest number of 1,300 that would not double our current resident size. We were not asked to do a presentation at the Planning Committee meeting.

Public Member – Being put on the spot, Chief, is not fun and appreciate what you gave. The actual call for service, that I've seen, was 73% in Sac City. Then some other recent research was 79%. When we talk about current calls for service we are talking about a different population. If you read the 5 year Placer County senior report 85% of the population will be 85 years or older and we are the largest population. Previous studies showed a greater need in these type of communities because they have a greater need. They won't have down time, the engines will need repairs.

Public Member – Why does Placer County not provide evacuation routes or primary protective routes like in other counties? Given the need for a ladder truck and the need for mutual aid would the project not use the design standards of the mutual aid partners or whichever are the most stringent standards. Can you clarify how the aerial fire apparatus lanes applies to this project?

Public Member – You mentioned the MSR and low utilization, the MSR is typically used to look forward and not typically used for the impact of a project. The point of the MSR is about the response time and not utilization. My point is that citing a low increase in the MSR perhaps doesn't do justice.

Public Member – I think it's important to present the fact that calling Rocklin is a 13 minute response time. The NFPA says the initial response should be 4-6 minutes response. 6 minutes is going to cost lives, it's important to bring this point up.

Public Member – It think what was brought up about the standards was important. When the county was asked about there being enough room for a fire truck they said yes there is and I don't think they knew. They didn't speak knowledgeably about other things. We have a lot of horse trailers in the area and it will complicate things in an emergency. I am assuming there can be a lot of children in this complex, we could have a lot more children than the schools can handle. You are going to have children with special needs and wrap around services and will be more likely to have a need for a hook and fire truck.

Public Member - One of the planning commissioners asked how big the walls are around the complex and it turns out the walls will be 19 ft. tall. If there is an evacuation people won't be able to climb over a 19ft wall. Concerned about evacuating people from a 3-story building. The roundabout limits the number of lanes. Penryn residents pay for the fire department with taxes and bonds.

Sue – During the presentation it was mentioned that the fire department has experienced evacuations, in particular the fire in the Colfax area, but this is a much different situation. This is stacked and packed with panicked people. I wonder if there has been planned training and how much it will cost. Has there been a training planned to use Rocklin.

Travis – Community of pickup trucks and trailers, everyone will try and jam them full of staff and there will be a lot of inexperienced people driving the roads. Family is the Paradise fire, the biggest problem was the roads getting jammed up and no one could get by. I think we need to compare ourselves to Paradise, in the case of an evacuation.

Public Member – This roundabout is a single lane that is 120 feet wide. Trucks will be able to get through the inside but will we able to get around on the outside if the roundabout is jammed. Can we get any vehicles around the outside, including emergency services.

AJ – I am proud of everyone for being civil, we are all neighbors. I think we do have some good ideas to share with each other. The county has been taking cash in lieu saying they don't have to build anything for years. I am for housing for those that need it but it needs to be a reasonable amount and have access to services. It's a disservice to put it in the location and scope of size it is. I think we need to keep the onus on the county and the state representatives.

Debra – Question about the assessments on our property taxes, the developer said they do not have to pay the property taxes but have to pay the school and fire assessments. Is he paying 100% of those?

Chair Hotaling shared that they would still be paying Measure A & C but are exempt from property taxes.

Public Member – Need to look at the cumulative fire impacts, common sense defies logic. Why wasn't OES consulted, they didn't include the sheriff and there is big holes in their reports. Why all of these agencies would not be asked about wildfire evacuations. Everything they are doing is speculative. I think we need to look at the big picture and what it can do to our fire district. Ask you folks to be tough within the bounds of your jurisdiction and your authority. We need to be able to prove the adverse impact on public health and safety.

Chair Hotaling shared that she did receive emails from people from Penryn, after the Planning Committee meeting.

Director Shields shared that he was able to monitor the meeting online. He found it to be a tough meeting, the part I found confusing was that the Chief from Placer County fire was

brought up to speak on the fire truck. It just seemed like the way the meeting was run was awkward.

Update from LAFCO Meeting:

Chief Gow reported the Placer Hills/ Newcastle reorganization application has been waiting for a resolution from the county, regarding the tax rate negotiations. The resolution has been added to the Board of Supervisors agenda on November 4th, we believe it will be a consent item. LAFCo will hear the application in January.

Chair Hotaling reported that we attended a workshop, they seem to still be deciding their order of priority regarding the outstanding MSR parts compared to the Eastern part of the county. We asked that they do not take action on the Penryn SOI until after resolution of the Placer Hills/Newcastle reorganization. At some point it may come back the idea of LAFCo funding a financial study of potential consolidation options that is a broader look than they originally discussed. Just a workshop, no actions were taken.

E. Status on Placer County Local Hazard Mitigation Plan update for 2026

Battalion Chief Williamson reported that survey was closed a few days ago, do not have the stats yet. Our next meeting is scheduled for October 28th.

F. Review and discuss the Draft Injury Illness Prevention Program (IIPP)

Chief Gow reported that there is nothing further at this point, the document is still being reviewed with staff.

G. Review and discuss the Draft Employee Physical Exam Position Paper

Chief Gow reported that we did find one more company and updated the position paper that will go to the committee and union rep to talk about it. I will be scheduling a meeting and may be ready to share at next month's meeting.

9. Action Items:

A. Adoption of the 2025 California Fire Code with amendments, conduct a Public Hearing for a second reading, by title only, and by resolution, adopt Ordinance Number 2025-01

Battalion Chief Williamson reported that we just need two readings and asking that you adopt the new fire code. The main changes are the chapters and sections, from the previous code.

Public Hearing Opened at 8:10pm

No comments

Public Hearing Closed at 8:10pm

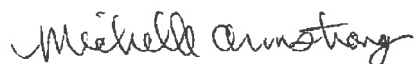
Motion made by Vice-Chair Hardesty to approve Fire Code Ordinance Number 2025-01 by resolution. Director Heimlich seconded the motion, the motion passed unanimously by roll call.

Chair Hotaling shared that she would like to call a Special Meeting for this week. The meeting was set for this Thursday, October 23rd at 6:30pm, to review a draft letter that we may want to send to the Planning Commission.

The meeting was adjourned at 8:14pm.

Next Board Meeting: Monday, November 17, 2025 6:30 PM - 8:00 PM (PST)

Respectfully submitted,



District Manager



PENRYN FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS

MEETING MINUTES

Chair Hotaling, Vice-Chair Hardesty, Secretary Shields, Directors Heimlich and Verdugo

MINUTES OF THE SPECIAL MEETING October 23, 2025

1. **Call the meeting to order and Roll Call:** Chair Hotaling called the meeting to order at 6:30 pm.

Directors in attendance: Cheryl Hotaling, Danielle Hardesty, Diego Heimlich, Larry Shields, and Robert Verdugo.

Directors absent: N/A

Staff in attendance: Fire Chief Gow, and Battalion Chief Williamson.

2. **Pledge of Allegiance:** Chair Hotaling led the Pledge of Allegiance.
3. **Approval of Agenda:** Director Hardesty moved to approve the agenda. Director Shields seconded the motion that passed unanimously.
4. **Public Comment:**

- Public Member – Suggest moving up rebuilding the fire station, using a bond measure. If the community knew it was to improve the station we can get good community support right now. Suggest exploring the cost to rebuild the station.

5. **Action Items**

- A. **Consider and approve submitting a letter of clarification to the Placer County Planning Commission**

Chair Hotaling shared that the letter was posted with the agenda however two changes have been made since the posting; 1st – Last paragraph, first sentence: change the word significant to adverse impact to public safety 2nd – Last paragraph, second sentence: changed the quote to be italicized

Public Comment:

- Public Member – We have been told that the Planning Commission is now out of this and the letter shouldn't be addressed to them, they won't hear this again. It's now up to an appeal process, our group is going to file an appeal tomorrow on all of the items we lost on. I am going to request the board hold this letter until Monday, after we see what they file for the appeal.
- Vic – Agree there is no need to show your cards early. I think it would be good to share it with the commission so they can learn from this. Glad to hear that Loomis is submitting a letter and wonder if we should solicit a letter from Newcastle Fire.
- Jennifer – During the hearing one of the supervisors was worried about the ambulance service being taken away from the Granite Bay area, seemed to be a big concern for her. Vice-Chair Hardesty shared that the letter has already been made a public document. Director Verdugo shared that he feels that since it's already been posted we should go ahead and share it, since there is a draft out there already. Director Heimlich shared that he isn't against the idea of waiting and feels we can copy the Board of Supervisors on the letter so both agencies have it. Doesn't feel it matters too much when the letter gets sent. Director Shields asked about if it's worth talking with the Rocklin Fire Chief regarding the roundabout. Chair Hotaling shared that it probably doesn't make sense to send the letter to the Planning Commission if they won't be involved in the process moving forward. She doesn't mind sending it to the Board of Supervisors and just copying the Planning Commission. The

language can be reworked a bit to address the Board of Supervisors. I don't think it will hurt to not send the letter now.

Motion made by Chair Hotaling to redirect the letter to the Board of Supervisors, add a CC to the Planning Commission, Planning Commission Clerk, Planning Commission Attorney, Planning Director, and County Counsel and the board grant the chair to make the minor changes to readdress to the Board of Supervisors and make the determination on when to send the letter. Director Hardesty seconded the motion, which passed unanimously.

The meeting was adjourned at 6:51pm.

Next Board Meeting: Monday, November 17, 2025 6:30 PM - 8:00 PM (PST)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michelle Armstrong". The signature is fluid and cursive.

District Manager

Penryn Fire General
Check Detail
October 15 through November 12, 2025

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
	10/16/2025	Loomis Ace Hardware		General Operating Funds	
	10/16/2025			52180 Bldng Materials, Improve	-88.20
TOTAL					-88.20
	10/16/2025	Luna Tech, LLC		General Operating Funds	
	10/16/2025		Emergency Phone Line	52800 Utilities	-35.00
TOTAL					-35.00
	10/16/2025	Newcastle Fire Prote...		General Operating Funds	
	10/16/2025		JOA to NEW	52260 Miscellaneous	-1,473.14
TOTAL					-1,473.14
	10/21/2025	Danielle Hardesty		General Operating Funds	
	10/21/2025			52580 Commision Reimburse...	-75.00
TOTAL					-75.00
	10/21/2025	Kaiser Foundation He...		General Operating Funds	
	10/21/2025			51310 Employee Group Insurance	-5,456.97
				51310 Employee Group Insurance	-1,964.46
TOTAL					-7,421.43
	10/21/2025	Larry Shields		General Operating Funds	
	10/21/2025			52580 Commision Reimburse...	-75.00
TOTAL					-75.00
	10/21/2025	Robert Verdugo		General Operating Funds	
	10/21/2025			52510 Commissioner Fees	-75.00
TOTAL					-75.00
	10/22/2025	AT&T Inc.		General Operating Funds	
	10/22/2025			52040 Communication Services	-122.52
TOTAL					-122.52
	10/22/2025	Pacific Gas & Electric		General Operating Funds	
	10/22/2025			52800 Utilities	-877.13
TOTAL					-877.13
	10/22/2025	Placer Hills Fire Distri...		General Operating Funds	
	10/22/2025		PHF JOA Reimbursement	52260 Miscellaneous	-1,868.15
TOTAL					-1,868.15

Penryn Fire General
Check Detail
October 15 through November 12, 2025

Num	Date	Name	Memo	Account	Paid Amount
	10/29/2025	Placer Hills Fire Distri...		General Operating Funds	
	10/29/2025		Reimburse PHF for Tablet ...	52330 Office Supplies	-4,566.66
TOTAL					-4,566.66
	11/06/2025	Allstar Fire Equipment		General Operating Funds	
	11/06/2025		goggles, helmes, shroud	52030 Clothing and Personal	-1,184.35
TOTAL					-1,184.35
	11/06/2025	Dawson Oil Co.		General Operating Funds	
	11/06/2025			52170 Fuel	-93.22
TOTAL					-93.22
	11/06/2025	Gold Mountain Califo...		General Operating Funds	
	11/06/2025		Legal notice - CIP & MIT Fe...	52370 Legal expenses	-68.15
TOTAL					-68.15
	11/06/2025	US Bank		General Operating Funds	
	11/06/2025			52800 Utilities	-271.77
				52330 Supplies-Equipment	-64.63
				52330 Office Supplies	-192.07
			Strike team expenses	52580 Strike Team Expense	-61.49
TOTAL					-589.96

JOA REIMBURSEMENT (Receivable)

PLACER HILLS JULY - SEPT 2025

PAID STATUS

Last Name	Assignment	Start Date	End Date	Length	Payrate	OT	Subtotal	Taxes	WC	Total
Garrison	Engine 86	07/23/2025 08:00	07/24/2025 08:00	24	\$ 25.97	\$ 38.96	\$ 934.92	\$ 13.56	\$ 112.66	1,061.13
Garrison	Engine 84	07/31/2025 08:00	08/01/2025 08:00	24	\$ 25.97	\$ 38.96	\$ 934.92	\$ 13.56	\$ 112.66	1,061.13
Garrison	Engine 84	08/01/2025 08:00	08/01/2025 18:30	10.5	\$ 25.97	\$ 38.96	\$ 409.03	\$ 5.93	\$ 49.29	464.25
Garrison	Engine 84	08/07/2025 08:00	08/07/2025 18:30	10.5	\$ 25.97	\$ 38.96	\$ 409.03	\$ 5.93	\$ 49.29	464.25
Garrison	Engine 86	08/22/2025 08:00	08/23/2025 08:00	24	\$ 25.97	\$ 38.96	\$ 934.92	\$ 13.56	\$ 112.66	1,061.13
Gordon	Engine 86	09/05/2025 09:00	09/05/2025 18:00	9	\$ 28.67	\$ 43.01	\$ 387.05	\$ 5.61	\$ 46.64	439.30
Gordon	Engine 86	09/24/2025 08:00	09/25/2025 08:00	24	\$ 28.67	\$ 43.01	\$ 1,032.12	\$ 14.97	\$ 124.37	1,171.46

Total: \$ 5,722.65 PD 10/2025

FORESTHILL JULY - SEPT 2025

Last Name	Assignment	Start Date	End Date	Length	Payrate	OT	Subtotal	Taxes	WC	Total
Gordon	Engine 90	08/13/2025 08:00	08/14/2025 08:00	24	\$ 28.67	\$ 43.01	\$ 1,032.12	\$ 14.97	\$ 124.37	1,171.46
Gordon	Engine 90	08/24/2025 13:30	08/25/2025 08:00	18.5	\$ 28.67	\$ 43.01	\$ 795.59	\$ 11.54	\$ 95.87	903.00
Gordon	Medic 90	08/25/2025 08:00	08/26/2025 07:00	23	\$ 28.67	\$ 43.01	\$ 989.12	\$ 14.34	\$ 119.19	1,122.65

Total: \$ 3,197.10 PD 10/2025

NEWCASTLE JULY - SEPT 2025

Last Name	Assignment	Start Date	End Date	Length	Payrate	OT	Subtotal	Taxes	WC	Total
Keeler	Engine 41	08/26/2025 08:00	08/27/2025 08:00	24	25.97	38.96	934.92	13.56	112.66	1,061.13

Total 1,061.13 PD 10/2025

JOA REIMBURSEMENT (Payable)

PLACER HILLS JULY - SEPT 2025

PAID STATUS

Last Name	Assignment	Start Date	End Date	Length	Payrate	OT	Subtotal	Taxes	WC	Total
Burbank	Engine 38	07/22/2025 08:00	07/23/2025 08:00	24	26.22	\$ 39.33	\$ 943.92	\$ 13.69	\$ 83.73	\$ 1,041.33
Craig	Engine 38	09/08/2025 07:00	09/08/2025 12:00	5	33.31	\$ 49.97	\$ 249.83	\$ 3.62	\$ 22.16	\$ 275.61
Craig	Engine 38	09/10/2025 08:00	09/10/2025 18:00	10	33.31	\$ 49.97	\$ 499.65	\$ 7.24	\$ 44.32	\$ 551.21
TOTAL:										\$ 1,868.15

PD 10/2025

NEWCASTLE OCT - DEC 2024

Last Name	Assignment	Start Date	End Date	Length	Payrate	OT	Subtotal	Taxes	WC	Total
Hicks	Engine 38	09/17/2025 08:00	09/18/2025 08:00	24	27.04	\$ 40.56	\$ 973.44	\$ 14.11	\$ 117.30	\$ 1,104.85
Hicks	Engine 38	09/18/2025 08:00	09/18/2025 16:00	8	27.04	\$ 40.56	\$ 324.48	\$ 4.70	\$ 39.10	\$ 368.28
Total:										1,473.14

PD 10/2025

STRIKE TEAM / PREPOSITIONING

PENRYN STRIKE TEAM - PREPOSITIONING

Incident	Equipment	Depart date	Return date	Hours	Personnel	Equipment	Admin	Expenses	Total	Staffing	Paid Status
Prepo	E38	8/23/2025	8/26/2025	57	8,532.90	8,326.56	2,528.92		19,388.38	3 RYN	
Actual cost of staffing for Prepo			***Estimate Only***						(7,702.18)		
Garnet	BR38	8/26/2025	9/18/2025	563	84,281.10	57,680.32	21,294.21	756.90	163,255.63	3 RYN	
Actual cost of staffing for Garnet			***Estimate Only***						(75,671.11)		
Total FY 2025/2026									99,270.72		



PLACER HILLS-NEWCASTLE-PENRYN FIRE PROTECTION DISTRICTS

STAFF REPORT

To:	Board of Directors, Placer Hills, Newcastle, and Penryn Fire Districts
From:	Ian Gow, Fire Chief
By:	Rhiannon Fairchild, Administrative Assistant
Date:	September 24th, 2025
Subject:	Position Paper: Physical Exams for Employees

1. Discussion:
 - a. The industry standard is a pre-employment physical followed by an annual exam. See NFPA, CICCIS Qualification Guide (California Incident Command Certification System) and the IAFF/IAFC Wellness and Fitness Initiative.
 - b. District Policy #1021 states all employees should have an annual physical.
2. Purpose:
 - a. Primarily as a cancer/cardiac screening for our employees.
 - b. All employees must have a red card in order to respond to wildland incidents. A red card is issued on the sole authority of the Fire Chief. CICCIS states that in order to receive a red card, an exam plus an evaluation tool to show that physical demands can be met (pack test) must be completed. Note: The District has historically used the physical exam to be sufficient to determine fitness.
 - c. Regulations also require an annual respiratory clearance form.
3. Potential Issues:
 - a. Cost (See cost comparison spreadsheet).
 - b. Employee concerns that medical data will become known to the Fire District.
 - c. Employees who do not wish to complete physicals/medical care.
 - d. Staff has received multiple complaints regarding Occu-Med.
 - i. Difficulty getting appointments.
 - ii. Difficulty getting to remote sites.
 - iii. Displeasure with Occu-Med staff/procedures/policies.
4. Options:
 - a. See cost comparison spreadsheet for the four local vendors (Occu-Med, Kaiser, 1582, and On-Duty).
 - b. See services provided and optional costs.
5. Discussion:
 - a. Kaiser is costly considering the product offered, and not covered by any of our Worker's Comp carriers. Location is the Roseville facility.
 - b. Occu-Med is the cheapest option with known issues.
 - c. 1582 cost to Placer Hills is moderate. Cost for Newcastle and Penryn is much less due to the insurance-provided subsidy. Their service is mobile, and they will come to us. The level of care is provided by physicians. The tests done are comprehensive with good added

- options. They do handle our respiratory requests, plus the "meets medical standards" form. We have received favorable comments from neighboring agencies. They provide a 3-year contract that we can opt out of.
- d. On-Duty cost is higher for Placer Hills. Cost for Newcastle and Penryn is much less due to the insurance-provided subsidy. Their service is mobile and they will come to us. The level of care is provided by Nurse Practitioners/Physician's Assistants. The tests done are adequate with good added options. They can handle our respiratory requests plus the "meets medical standards" form. They were moderately difficult to get ahold of and much less responsive than 1582. They will provide a 1-3 year contract. 3 years locks the price in.
 - e. Current users of 1582: Rocklin and Lincoln Fire. Current user of On-Duty: South Placer.
 - i. Note: Auburn will choose a vendor soon. We are collaborating with them.
 - ii. Rocklin has asked to "team up" with us as well.
 - f. Total staff numbers: Placer Hills FPD (20), Newcastle (6), Penryn (6), Auburn (15)
6. Mitigation of Potential Issues:
- a. Cost: 1582 seems to be the best option for the level of service received.
 - b. Our contract with 1582 will be written such as to only allow the district to receive the two attached forms. All medical information will be between the employee and the provider.
 - c. Employees who decline a physical will be allowed to present a note from their physician stating that they are fit-for-duty. (The Districts will pick up any cost not covered by the employees' insurance.)
 - i. Employees who decline any physician visit will have to pass a pack test given by the District. They will be required to sign a note declining the physical, plus a waiver for the pack test.
 - d. Our issues with Occu-Med will not adversely affect our pre-employment exams.
7. Chief's Recommendations
- a. Keep Occu-Med for pre-employment exams.
 - b. Contract with 1582 for all three agencies.
 - i. Districts will cover the cost for DMV paperwork if needed.
 - ii. Any costs above the basic exam will be paid for by the employee.
8. Procedure
- a. Review with Command Staff and Local 3800 President
 - b. Send to all 3 Board Presidents for pre-review
 - c. Send to All Staff
 - d. Meet with all 3 committees and shop stewards
 - e. Add to Board Agendas
 - f. Create addendum to Policy #1021
 - g. Add as side letter for MOU with Local 3800

Respectfully Submitted,



Ian Gow, Fire Chief

District Physical Cost Comparison				
	Kaiser	Occumed	1582 (Mobile Company)	On-Duty (Mobile Company)
Placer Hills	602 or 642	418.72	675*	859**
Newcastle	602 or 642	0	212.06*	396.06**
Penryn	602 or 642	0	212.06*	396.06**

**Does not account for the on-site visit fee of \$2500. 40 employee minimum requirement per site visit.*

***30 Employee Minimum with no added site fee.*

Occu-Med

MECP Name	MECP Line Item Component
Firefighter Series (Pre-Employment)	General Physical Examination, Per Occu-Med Guidelines Authorization for Release of Information from Medical Record Form Dipstick Urinalysis Audiogram with OSHA Approved Sound Booth (500 - 6000Hz) Examinee Consent & Acknowledgment Occu-Med NEW Medical History Questionnaire (5-Page) Pulmonary Function Test with Interpretation (Clinical Reference Laboratory) Complete Blood Count WITH DIFF (WQ17) [CRL][CBC] (Clinical Reference Laboratory) Chem 23 (WQ18) [CRL]
Annual Firefighter Series (Annual Physical)	General Physical Examination, Per Occu-Med Guidelines Authorization for Release of Information from Medical Record Form Dipstick Urinalysis Audiogram with OSHA Approved Sound Booth (500 - 6000Hz) Examinee Consent & Acknowledgment Occu-Med NEW Medical History Questionnaire (5-Page) Pulmonary Function Test with Interpretation (Clinical Reference Laboratory) Chem 23 (WQ18) [CRL] (Clinical Reference Laboratory) Complete Blood Count WITH DIFF (WQ17) [CRL][CBC]
DOT Exam & Certificate	Authorization for Release of Information from Medical Record Form Examinee Consent & Acknowledgment DOT Exam & Certificate

Kaiser Physical Exams

FIREFIGHTER PREPLACEMENT EXAM (FFPP)		
300398	Firefighter Physical Exam	\$127.00
92552	Audiogram, screening	\$54.00
94010	Spirometry	\$60.00
85025	CBC with automated differential	\$20.00
80053	Chem Comprehensive Panel	\$41.00
36415	Venipuncture	\$15.00
71046	Chest X-Rays (2 views, PA & Lateral)	\$75.00
300422	PPD, 2 step, 2 placements and readings -OR-	\$30.00
86480	QuantiFERON	\$145.00
93000	EKG, resting	\$50.00
93015	Cardiac Stress Test with Treadmill	\$230.00
86706	Titer: Hepatitis B Surface Antibody (HBsAb)	\$35.00
86704	Titer: Hepatitis B Core Antibody (HBcAb)	\$31.00
86803	Titer: Hepatitis C Antibody Screen	\$56.00
86708	Titer: Hepatitis A IgG Antibody (HAAb)	\$40.00
As Employer Requested:		
300420	Collection for Drug Screen-Preferred Alliance "Quick Test" -OR-	Billed by Preferred Alliance
300411	Collection for Drug Screen-Preferred Alliance -OR-	Billed by Preferred Alliance
99000	Collection for Drug Screen – Other TPA	\$20.00
As Clinically Indicated:		
90746	Vaccine: Hepatitis B, may need series of 3 injections	\$130.00/injection
90632	Vaccine: Hepatitis A, may need series of 2 injections	\$114.00/injection
90636	Vaccine: Twinrix (Hep B and Hep A combo), series of 3 injections	\$191.00/injection
90707	Vaccine: Measles Mumps Rubella (MMR), may need series of 2 injections	\$103.00/injection
90716	Vaccine: Varivax (Varicella or Chickenpox), may need series of 2 injections	\$152.00/injection
90715	Vaccine: Tdap	\$63.00
90658	Vaccine: Influenza (when seasonally available)	\$20.00
86735	Titer: Mumps Antibody Screen	\$35.00
86762	Titer: Rubella Antibody Screen (German Measles)	\$35.00
86765	Titer: Rubeola Antibody Screen (Measles)	\$35.00
86787	Titer: Varicella (Varicella or Chickenpox) Antibody Screen	\$35.00
81001	Urinalysis with microscopy	\$16.00

86580	PPD, 1 step, placement and reading	\$20.00
71045	Chest X-Ray, 1 view	\$55.00
75571	Cardiac calcium scoring CT scan	\$265.00
300408	Physician Consultation, each 15 minutes	\$64.00/15 mins
FIREFIGHTER ANNUAL/PERIODIC EXAM (FFANN)		
300398	Firefighter Physical Exam	\$127.00
92552	Audiogram, screening	\$54.00
94010	Spirometry	\$60.00
80053	Chem Comprehensive Panel	\$41.00
85025	CBC with automated differential	\$20.00
36415	Venipuncture	\$15.00
86580	PPD, 1 step, placement and reading	\$20.00
	-OR-	
86480	QuantiFERON	\$145.00
93000	EKG, resting	\$50.00
93015	Cardiac Stress Test with Treadmill	\$230.00
As Employer Requested:		
300420	Collection for Drug Screen-Preferred Alliance "Quick Test"	Billed by Preferred Alliance
	-OR-	
300411	Collection for Drug Screen-Preferred Alliance	Billed by Preferred Alliance
	-OR-	
99000	Collection for Drug Screen – Other TPA	\$20.00
As Clinically Indicated:		
71045	Chest X-Ray, 1 view	\$55.00
71046	Chest X-Ray, 2 views	\$75.00
81001	Urinalysis with microscopy	\$16.00
86706	Titer: Hepatitis B Surface Antibody (HBsAb)	\$35.00
86708	Titer: Hepatitis A IgG Antibody (HAAb)	\$40.00
86735	Titer: Mumps Antibody Screen	\$35.00
86762	Titer: Rubella Antibody Screen (German Measles)	\$35.00
86765	Titer: Rubeola Antibody Screen (Measles)	\$35.00
86787	Titer: Varicella (Varicella or Chickenpox) Antibody Screen	\$35.00
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90716	Vaccine: Varivax (Varicella or Chickenpox), may need series of 2 injections	\$152.00/injection
90715	Vaccine: Tdap	\$63.00

90658	Vaccine: Influenza (when seasonally available)	\$20.00
75571	Cardiac calcium scoring CT scan	\$265.00
300408	Physician Consultation, each 15 minutes	\$64.00/15 mins

RESPIRATOR BASELINE/PERIODIC (RESP)		
300415	Review of OSHA Respirator Questionnaire by MD/NP/RN	\$35.00
As Employer Requested:		
94010	Spirometry	\$60.00
300391	Respirator Clearance Physical Exam	\$64.00
300410	Respirator Fit Test, qualitative	\$41.00
As Clinically Indicated:		
300391	Respirator Clearance Physical Exam	\$64.00
94010	Spirometry	\$60.00
71046	Chest X-Ray (2 views)	\$75.00
93000	EKG, resting	\$50.00
93015	Cardiac Stress Test with Treadmill	\$230.00
300408	Physician Consultation, each 15 minutes	\$64.00/15 mins

DMV/DOT EXAM (DMV/DOT)		
300390	DMV/DOT Physical Exam	\$115.00
As Clinically Indicated:		
92552	Audiogram, screening	\$54.00

VACCINATION ONLY (VAX)		
300406	History/Review of Tests/Brief Screen - No Physical Exam	\$42.00
As Clinically Indicated:		
90746	Vaccine: Hepatitis B, may need series of 3 injections	\$130.00/injection
90632	Vaccine: Hepatitis A, may need series of 2 injections	\$114.00/injection
90636	Vaccine: Twinrix (Hep B and Hep A combo), series of 3 injections	\$191.00/injection
90707	Vaccine: Measles Mumps Rubella (MMR), may need series of 2 injections	\$103.00/injection
90716	Vaccine: Varivax (Varicella or Chickenpox), may need series of 2 injections	\$152.00/injection
90715	Vaccine: Tdap	\$63.00
90658	Vaccine: Influenza (when seasonally available)	\$20.00

LABORATORY ONLY (LAB)		
300406	History/Review of Tests/Brief Screen - No Physical Exam	\$42.00
36415	Venipuncture	\$15.00
As Clinically Indicated:		
86706	Titer: Hepatitis B Surface Antibody (HBsAb)	\$35.00
86708	Titer: Hepatitis A IgG Antibody (HAAb)	\$40.00
86735	Titer: Mumps Antibody Screen	\$35.00
86762	Titer: Rubella Antibody Screen (German Measles)	\$35.00
86765	Titer: Rubeola Antibody Screen (Measles)	\$35.00
86787	Titer: Varicella (Varicella or Chickenpox) Antibody Screen	\$35.00

TB CLEARANCE PPD – INTRADERMAL SKIN TEST (PPD/TB CLEARANCE)		
86580	PPD, 1 step, 1 placement and reading	\$20.00
As Clinically Indicated:		
300422	PPD, 2 step, 2 placements and readings	\$30.00
71045	Chest X-Ray, 1 view	\$55.00
71046	Chest X-Ray, 2 views	\$75.00
99211	Brief encounter with non-MD Provider (PPD-Review of Symptoms Form)	\$25.00
TB CLEARANCE QUANTIFERON (PPD/TB CLEARANCE)		
86480	QuantiFERON	\$145.00
36415	Venipuncture	\$15.00
As Clinically Indicated:		
71045	Chest X-Ray, 1 view	\$55.00
71046	Chest X-Ray, 2 views	\$75.00
99211	Brief encounter with non-MD Provider (PPD-Review of Symptoms Form)	\$25.00

FRMS Subsidized 1582 Compliant Exam – 2025

This “all-inclusive” NFPA 1582 Compliant Exam has been approved and supported by FRMS. We are contracted to provide these services to members of FRMS. Our exams are conducted onsite on your Fire District.

As required in NFPA 1582, we use only licensed physicians for your evaluations. Many our competitor(s) use mid-level providers, such as nurse practitioners or physician assistants to conduct your member evaluations which does not achieve the NFPA standard.

1582 FASIS Panel

Laboratory Blood / Urine Testing:	1582 FASIS Panel
Complete Blood Count w/ Differential	Included
Comprehensive Metabolic Panel	Included
Fasting Lipid Panel (LDL, HDL, Trig, Cholesterol)	Included
Urinalysis (with Micro if indicated)	Included
Diabetes Screening - Fasting Blood Glucose / Hemoglobin A1C	Included
Thyroid Panel with TSH	Included
Hemoccult Test (at age 40+)	Included
CA-125 (female fighters only)	Included
Prostate Specific Antigen Screening (male firefighters only)	Included
Vitamin D	Included
High-Sensitivity C-Reactive Protein (hs-CRP)	Included
Occupational Health Testing	
Audiogram (OSHA Rated Hearing Booth)	Included
Biometric Screening (BMI or Calipers Skinfold)	Included
Spirometry (Pulmonary Function Test)	Included
Vital Signs	Included
Vision Screening	Included
Blood Pressure Monitoring	Included
Resting EKG	Included
Cardiopulmonary / Fitness Evaluation (Chapter 8)	
Stress EKG, WFI Protocol <i>(Chapter 8.2.2.1 - An evaluation of aerobic capacity shall be performed after appropriate medical evaluation)</i>	Included
Physician Exam - (NFPA 1582 Compliant)	
Physical Examination (as outlined in Chapter 7.6)	Included
Medical History Review	Included
Skin Cancer Assessment	Included
Health Promotion Counseling	Included
Sleep Disturbance Apnea Questionnaire	Included
Cardiac Risk Stratification	Included
OSHA Resp. Questionnaire / Clearance Letter	Included
Firefighter Medical Clearance – 1582 Tiers	Included

Total Cost per Fire Member **\$675.00**
FRMS Subsidized Amount to 1582 **- \$462.94**

Final Cost to the Fire District per Member **\$212.06**

Minimum of 40 appointments at this rate, volumes less than 40 requires possible negotiation

ONSITE FEE of \$2,500.00 is required due to Increased Cost in California for Travel Expenses

Optional Additional Services**Price**

Ultrasound Screening Panel*	\$ 200.00
Thyroid, Carotid and Aortic Aneurysm Ultrasounds*	
Pancreas, Liver, Gallbladder, Spleen and Kidney Ultrasounds*	
Optional: External Pelvic Ultrasound (Females)*, Prostate Ultrasound (Males)*, Testicular Ultrasound (Males)*	
<i>Must have Sonographer Scheduled and Minimum Volumes are required</i>	
<i>* denotes this is a non-diagnostic screening only</i>	

Chapter 8 - Muscular Strength, Endurance & Flexibility	\$ 50.00
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Lab Testing	
Grail (One Test) Cancer Screening	\$ 699.00
Hepatitis A Titer	\$ 30.00
Hepatitis B Titer	\$ 30.00
Measles, Mumps, Rubella (MMR) Titer	\$ 80.00
Meningococcal Titer	\$ 30.00
Polio Titer	\$ 50.00
Tetanus Diphtheria Titer	\$ 45.00
Varicella Titer	\$ 45.00
Testosterone Blood Test	\$ 35.00
C Reactive Protein (Cardiac)	\$ 45.00
NMR Lipoprotein	\$ 75.00
Heavy Metal (24 Hour Urine Occupational Exposure – Hazmat Testing)	\$ 125.00
Cholinesterase (Hazmat)	\$ 76.00
Infectious Disease Screening	
Hepatitis A Virus Screening Test	\$ 35.00
Hepatitis B Virus Screening Test	\$ 35.00
Hepatitis C Virus Screening Test	\$ 35.00
Hepatitis Profile Screening (Immunization and Infection Hep A,B,C)	\$ 80.00
HIV Screening	\$ 40.00
PPD TB Skin Test	\$ 40.00
QuantiFERON Gold TB Blood Test	\$ 75.00
Additional Services	
MET Test Cardiopulmonary Stress Test (with Cardiology Overread)	\$ 200.00
CDL Paperwork (if bundled with 1582 Physical)	\$ 50.00
DOT CDL Examination and Paperwork (Standalone)	\$ 100.00

NFPA 1582 Medical Standard Evaluation

15  82

FIRE DEPARTMENT:

FIRE CONTACT:

FIREFIGHTER: _____

The following Firefighter completed the Annual 1582 Medical Evaluation and has been deemed as:

☐

Tier 1

Meets NFPA 1582 Medical Standards. Firefighter is at or above the recommended NFPA 1582 fitness level and is encouraged maintain their current fitness level.

☐

Tier 2

Meets NFPA 1582 Medical Standards. Firefighter is encouraged to improve current fitness level to comply with NFPA 1582 fitness standards.

☐

Tier 3

Meets NFPA 1582 Medical Standards. Participation in a prescribed fitness program is required to comply with NFPA 1582 fitness standards.

☐

Tier 4

May require removal from firefighting duty due to fitness level

☐

Tier 5

May require removal from firefighting duty due to medical condition

Doctor Signature

Date:

Doctor Name (Printed)

Disclaimer:

Per NFPA 1582, it is up to each department to decide who is or is not qualified. That is not a decision that we are making, as the Medical Provider. Our objective is to identify if members are or are not meeting the NFPA 1582 standard. In closure, the Fire department is required to decide whether any particular standard in NFPA 1582 applies to their department, as well as that particular individual's essential job duties and position.

Respirator Use Clearance

Last Name

First Name

M.I.

Date of Birth

Department

Employee is eligible to use the following respirator types:

☐ Disposable Filter Mask, non-cartridge type

☐ Not Powered Air-Purifying Half-Face, cartridge type

☐ Not Powered Air-Purifying Full-Face, cartridge type

☐ Powered Air-Purifying Full-Face

☐ Continuous Flow Air-Line

☐ Pressure Demand Air-Line

☐ Open circuit SCBA

☐ Closed circuit SCBA

The above employee has been advised of the findings of this exam and recommendation for further care if necessary.

Provider's Signature

Date

Provider's Printed Name

Firefighter & Physician Owned



**Keeping First Responders
Healthy & Fit For Service**





**Keeping First Responders
Healthy & Fit For Service**

▶ Proposal for
**Placer Hills/Newcastle/Penryn
Fire Districts**

**Health and Fitness Assessments with enhanced
Cancer, Cardiac and Mental Health Screening**

**On-site Occupational Health
Providers Specialized in
First Responder Health**

Prepared For
Rhiannon Fairchild

Proposed On
9-12-2025

Proposal is CONFIDENTIAL

Dear Placer Hills/Newcastle/Penryn Fire Districts:

Thank you for your proposal request from On Duty Health regarding your upcoming annual first responder health & fitness assessments. We take very seriously the high calling that it is to serve this critical population. And we're confident that we'll provide you with expert health assessments as well as excellent customer service.

Included in this proposal, you'll find the outline of services we offer, including a full NFPA 1580 and WFI compliant annual assessment at your department. This includes a full body ultrasound screening, comprehensive labs, maximal stress testing utilizing WFI protocol, TRUE VO2 Max testing, vision and audiometry testing, muscular strength and endurance testing, in-depth behavioral health assessment, and more.

Our medical record system is fully electronic, meaning that each of your patients will always have a secure online portal through which they can track their health results year to year. And, we provide administration with a department-wide analytics dashboard to help inform your decisions on where to implement health improvement plans, with our guidance.

We also hope to partner with you to offer continuing services such as return-to-duty assessments, new hire assessments, health education seminars, behavioral health support, nutrition counseling and fitness training. Consider us your one-stop-shop for all your fire health needs.

Our Co-owner and Chief Operating Officer is a recently retired Fire Chief with 29 years in the industry, bringing a first responder-tailored experience and perspective to everything we do. We practice evidence-based medicine, following current peer-reviewed research, offering novel cancer screening tools such as the Galleri Multi-Cancer Detection Blood Test and Low Dose CT. Our physicians are board certified in cardiology, radiology, dermatology, general and preventative medicine. And our team of Physician Assistants, Nurse Practitioners, Ultrasound Technicians, Exercise Physiologists, Counselors, Nutritionists, Personal Trainers and Phlebotomists are all specifically trained in first responder occupational health.

Again, thank you for your request. I'm hopeful that we'll be working together soon to help keep your first responders healthy and fit for service. And please don't hesitate to call or email us if you have any questions.



Warm regards,



Kristin Batla, DMSc, PA-C
Chief Medical Officer, Co-owner
On Duty Health

Highlights

- Full NFPA 1580 and WFI compliant annual assessment at your department.
- Full body ultrasound screening, including Radiology followup for abnormal findings
- CPET - Cardiopulmonary Exercise Testing (stress testing with TRUE VO2 Max testing), including Cardiology followup for abnormal findings
- Comprehensive labs and urinalysis
- Vision and audiometry testing
- Muscular strength and endurance testing
- In-depth behavioral health assessments
- Department-wide de-identified Health Dashboards
- Human Performance Data Analysis
- Return-to-duty assessments
- New hire assessments
- Health education seminars
- Behavioral health support
- Nutrition counseling
- Fitness training
- Conducting, participating in, and incorporating the latest research in first responder health



Company Profile

On Duty Health is a physician, firefighter and female-owned, customer-service-centered healthcare company specifically specialized in mobile first responder health. We currently serve over 9,000 first responders in 138 agencies across California, Texas, Missouri, Iowa & Colorado with our comprehensive annual health and fitness assessments.

This company was founded specifically to improve health outcomes for first responders; a highly at-risk population. These risks include:

Elevated Risk for Cancers
(Firefighters)

Cardiac Deaths
(Law Enforcement & Firefighters)

Behavioral Health Issues
(Law Enforcement & Firefighters)



With the above issues in mind, our system has been designed to identify life threatening issues early so a first responder may have the best chance at not only surviving, but thriving well into retirement. We go well beyond any standard occupational medicine physical by incorporating the latest research and knowledge in first responder-specific health concerns. And, we bring the best value for your taxpayer dollars by focusing on providing the most comprehensive option, for the best pricing; This includes providing our full physical assessment for every patient, every year, as well as providing for Radiology and Cardiology followups when indicated.

Packages & Options

BRONZE PACKAGE

Offers Basic NFPA 1580 compliance

Description	Crew	Unit Price
BRONZE HEALTH & FITNESS ASSESSMENT PACKAGE	30	\$859
Labs & Urinalysis		
• Urinalysis • Complete Blood Count • Complete Metabolic Panel • Lipid Panel with LDL/HDL Ratio (Total Cholesterol) • A1C (Glucose/Hemoglobin) • Thyroid Stimulating Hormone • Prostate Specific Antigen (males patients over 40)		
Comprehensive Physical Examination		
• Vitals • Health History & Review of Symptoms • Vision Testing • Audiometry Testing • Skin Cancer Assessment • Behavioral Health Assessment • Review of Results w/ Personalized Health Plan		
Cardiopulmonary Screening & Fitness Assessment		
• EKG Treadmill Stress Testing; Consisting of 12-lead EKG treadmill/bicycle stress test to maximal volition utilizing WFI protocol, VO2 Max Calculation • Pulmonary Function Testing (Spirometry) • Metabolic Analysis w/ Body Composition • Muscular Endurance, Strength and Flexibility Evaluation		
Total		\$25,770

SILVER PACKAGE *(most popular)*

Description	Crew	Unit Price
SILVER HEALTH & FITNESS ASSESSMENT PACKAGE	30	\$959
Labs & Urinalysis		
• Urinalysis • Complete Blood Count: • Complete Metabolic Panel • Lipid Panel with LDL/HDL Ratio • A1C • Thyroid Stimulating Hormone • Prostate Specific Antigen (male patients 40 and over) • FIT Fecal Occult Screening Kit (patients 40 and over)		
Full Physical		
• Comprehensive Physical with Health History & Vitals • Titmus V2 Advanced Vision Testing • Audiometry Testing • Skin Cancer Assessment • Behavioral Health Assessment (Questionnaires & Oral exam) • Sleep Disruption Questionnaire • Review of Results w/ Personalized Health Plan		
Cardiopulmonary Screening & Fitness Assessment		
• Cardiopulmonary Exercise Testing (CPET) consisting of 12-lead EKG treadmill or bicycle stress test to maximal volition utilizing WFI protocol, Blood Pressure readings, and TRUE VO2 Max Testing • Pulmonary Function Testing (Spirometry) • Metabolic Analysis w/ Body Composition • Muscular Endurance, Strength and Flexibility Evaluation • Cardiology followup as indicated		
Ultrasound Enhanced Cancer Screening		
• Ultrasound imaging of the carotid arteries, aorta & aortic valves, thyroid, liver, pancreas, gall bladder, spleen, kidneys, bladder, pelvic (women), testicular and prostate (men) • Radiology followup for abnormal findings, as indicated		
Total		\$28,770

GOLD PACKAGE

Description	Crew	Unit Price
GOLD HEALTH & FITNESS ASSESSMENT PACKAGE	30	\$1,359
Labs & Urinalysis Silver package Labs		
Full Physical Silver package Physical		
Cardiopulmonary Screening & Fitness Assessment Silver package Cardiopulmonary Assessment		
Ultrasound Enhanced Cancer Screening Silver package Ultrasound Screening		
Low Dose CT Lung Screening - Lung Cancer CT Screening - Conducted through regional partner - Conducted every 5 years (1/5 department annually)		
Brain MRI Screening - Brain Cancer MRI Screening - Conducted through regional partner - Conducted every 5 years (1/5 department annually)		
Galleri Multicancer Test - Able to detect over 50 types of active cancers with very high specificity (99.5%) and very low false positivity (~0.5%) - Twelve of the most deadly cancers detected - Conducted every 5 years (1/5 department annually)		
	Total	\$40,770

PLATINUM PACKAGE (5 Year Program)

Description	Crew	Unit Price
PLATINUM Five Year Screening Program	30	\$1,709
Every Year: Labs & Urinalysis Comprehensive Physical Cardiopulmonary Screening & Fitness Assessment Ultrasound Enhanced Cancer Screening plus Spouse/Partner* Ultrasounds Included at no additional cost ¹³⁵ LP-PLA ₂ - Lipoprotein-associated Phospholipase A ₂ - Stroke and Cardiovascular Disease Risk Blood Test ¹ (conducted one time) PFAS (Perfluoroalkyl and polyfluoroalkyl) Substance Testing ¹ Low Dose CT Lung Screening with Coronary Calcium Scoring ² Galleri 50+ Multicancer Detection Blood Test ³ (or equivalent) Brain Cancer Screening MRI ⁴ Enhanced Psychological Screening ⁵ (may be excluded if department has program in place)		
Total		\$51,270

¹Conducted on Year One, ²Conducted on Year Two, ³Conducted on Year Three, ⁴Conducted on Year Four,

⁵Conducted on Year Five, *Patients must provide a marriage license for this service to be provided

Element	Year 1	Year 2	Year 3	Year 4	Year 5
Standard Labs	√	√	√	√	√
Full Physical	√	√	√	√	√
Cardiopulmonary Assessment	√	√	√	√	√
Ultrasound	√		√		√
Spouse/Partner Ultrasound	√		√		√
PFAS	√				
LP-PLA ₂	√				
Low Dose CT Lung and Coronary Calcium Scoring		√			
Galleri Test			√		
Brain MRI				√	
Enhanced Psychological Screening					√

New Hire & Return to Duty Screening Options

Item	Description	Pricing
New Hire Physical	Includes all elements of Bronze Package (full labs, physical, and EKG Stress Testing). Physicals are to be performed at a nearby department. Rapid Strike new hire option is available on-site with a minimum of 3 patients.	\$859
Extended New Hire Lab Panel (Optional)	- Recommended to establish baseline, then repeated post-exposure - Hepatitis Panel (A, B, C) - HIV Screening - TB Screening (QuantiFERON Gold Blood Test) - Urine Drug Screen - Heavy Metals I Profile	\$435
Preemployment Psychological Screening	- Hosted in-person - POST Standard. Includes questionnaires and an evaluation with a licensed mental health specialist, specialized in first responder health - Employer receives a "suitable" or "unsuitable" recommendation	\$499
Annual Enhanced Psychological Screening	- Enhanced Behavioral Health Questionnaires - Telemedicine evaluation includes 30 minute check-in with a licensed mental health professional, specialized in first responder health	\$199
Return-to-Duty Physical	Patient is reevaluated and cleared/not cleared based on the issue in question	\$299

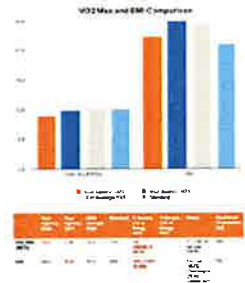
Additional Services Available (per person)

Item	Description	Pricing
Cancer Labs	Galleri Multi-Cancer Early Detection Blood Test (50+ cancers)	\$749
	CancerGuard Ex Multicancer Blood Test	\$649
	EsoGuard Esophageal Cancer Test	\$1,399
	Cancer Marker Screening Panel (CEA, CA 19-9, AFP, Amylase, Lipase)	\$99
	CA-125 (ovarian cancer screening - women)	\$49
	Cancer antigen 15-3 (CA 15-3) [breast cancer]	\$99
	Additional Fecal Occult Colorectal Cancer Screening Kits	\$69
Other Labs	Hepatitis A, B and C Test (Acute Hepatitis Panel)	\$69
	QuantiFERON Gold TB (Blood test)	\$89
	Medical Professionals Urine Drug Screen (12 drug panel)	\$99
	Nicotine Screening (Urine)	\$49
	HIV testing	\$49
	Heavy Metals Profile I, Blood (arsenic, lead, mercury)	\$129
	Heavy Metals Profile II, Blood (arsenic, cadmium, lead, mercury)	\$159
	Cholinesterase (HazMat) testing	\$69
	Testosterone levels	\$49
	Lp-PLA2 Activity - Aid in predicting risk of coronary heart disease	\$99
CT Scanning	PFAS Toxin Testing (Polyfluoroalkyl - man made chemicals)	\$399
	Low Dose CT Lung Screening (available through regional partners)	\$499
	CT Coronary Artery Calcium Scoring (available through regional partners)	\$299
MRI	Brain MRI (available through regional partners)	\$699
DMV/DOT	DOT Certified Medical Examination (Class B)	\$99
	DMV Form Sign-off (Firefighter Endorsement Form 546)	\$19
Continuous Health Monitoring	In a partnership with Transcend Health, patients wear a smartwatch to monitor their health metrics 24/7, with on-call providers to guide their health.	\$99/mo
Personal Training	Our certified personal trainer can build individual or group packages to improve health outcomes through customized workout routines and demonstrations	\$169/mo
Nutrition Counseling	Each health assessment comes standard with nutrition recommendations. However, our licensed nutritionist can build individual or group packages to work with your patients for guidance in meal planning, shopping, cooking, and more for enhanced health outcomes.	\$169/mo

On Duty Health Key Advantages:

Decision Science through Data Analytics

Awareness of your department's overall health is extremely important. We assist you by providing a de-identified Health Dashboard which shares various key health metrics, guiding you for improving the health and longevity of your crew. This data-driven model allows department administration to see exactly where attention and investment might be needed.



Electronic Medical Records & Patient Portal

Gone are the days of scribbling all of your patient history down on multiple sheets of paper, and then receiving printouts of your health information, only to misplace them and potentially compromising your Private Health Information. We are fully electronic. Every aspect of our assessment goes directly into our EMR system, and each patient gets secure access to their own Patient Portal, where they can access results, track their health from year to year, message their provider, and more.



Human Performance & Health Analysis

Each of our exams comes with a personal Human Performance health data profile that helps each patient see their health and fitness levels, by the numbers. This helps, in a tangible and visual way, for the patient to see areas for improvement. As well, it helps the patient track their health statistics from year to year to see an overall picture of their health trends.



No Patient Left Behind

We offer the most competitive pricing, while also offering the most advanced, comprehensive exam available. Our COO, as a retired Fire Chief, has made it a priority for us to offer this high-level of service, while keeping costs down to ensure taxpayers that their dollars are being spent wisely. From our lower pricing, you can see one simple, but important reality: On Duty Health is focused on First Responder Health, *not maximizing profits*. An important principle in our pricing structure is: **NO PATIENT LEFT BEHIND**. That means, for most of our packages, **every patient is receiving the Ultrasound Screening and Stress Testing every year**. While there is some research to support age stratification, where patients under 40 receive these tests over longer intervals, we regularly find cancer and life threatening heart conditions in this younger population. **Our system does not cut corners to save ourselves money**. We provide the most comprehensive option by including these important testing elements for each patient every year.



Research Driven

We are not only interested in utilizing the newest available research for first responder health, we are driving it. Currently, we are involved in multiple research studies to further first responder health and wellness, particularly in regards to first responder Behavioral Health, Cancer, and Cardiac Health. We are currently partnered with organizations such as the National Fire Academy, Fire Service Psychology Association, University of Arizona's Center for Firefighter Health Collaborative Research, the National Disease Research Interchange's Center for Fire, Rescue, and EMS Health Research, and Loma Linda University. With these current research projects, we are hoping to further the fire industry as a whole, by continuing to develop the best standards possible for patient health.



Nutrition and Fitness Coaching

We are your year-round partner for First Responder Health. That's why we offer more than just a "point in time," annual health assessment; we also offer many continuing services to improve your crews' health throughout the year. Each of our patients gets free access to our On Duty Health app (*coming soon*), which includes Fitness Training Plans, Nutrition Plans, a quick access copy of our Health Standards to help you train, invitations to participate in Fitness Challenges, and more. We also offer personal Fitness and Nutrition programs through tele-health for your patients who need extra assistance to reach their goals, for an additional fee. And, through our partnership with Transcend Health, we offer a revolutionary system that utilizes a patient's smartwatch and AI algorithms to monitor their health on a 24/7/365 basis, giving valuable insights and recommendations for health improvements, along with constant access to tele-health medical providers for consults, followups, and coaching.



Galleri 50+ Multicancer Test

We have partnered with Grail to offer the Galleri test, which is a revolutionary new blood test that can detect over 50 different types of active cancers. Incredibly, this test has a false positivity rate of 0.5% and a specificity of 99.5%. Our rate is drastically reduced from the standard price of \$949/pp (plus provider fees) due to an agreement with the IAFF. Click the picture to the right to learn more.



Qualifications & Certifications

Our medical team is fully certified and licensed per state and national healthcare law requirements. Our Advanced Practice Providers (NPs & PAs) are currently licensed to practice in the State of California and are specifically trained in Occupational Health. They are supervised by our Medical Director, Wayne Dysinger, MD, MPH, who is a physician in Loma Linda with 38 years of experience. Dr. Dysinger is specially trained in Lifestyle Medicine.

We are also fully compliant with Corporate Practice of Medicine Laws (CPOM) in the State of California.



California Based

We are based in Southern California, and currently serve 55 California cities, from the San Diego area all the way up to Eureka.

CA References:

Wayne Seacrist, Palm Springs Fire & Police - 120 patients
wayne.Seacrist@palmspringsca.gov, 760.880.1037

Alex Kargbo, Santa Barbara Fire - 100 patients
akargbo@SantaBarbaraCA.gov, 408.964.0013

Jay Enns, Paso Robles Fire & Police - 90 patients
JEnns@prcity.com, 805.227.7560

Sid Jamotte, Marin County Firefighters (Ross Valley, CA) - 200 patients
sjamotte@gmail.com, 415.250.8236

Reviews:

***** On Duty Health has set a very high bar for Health and Wellness screenings, and consulting. The team at On Duty Health took great care of our Firefighters, spent ample time explaining the findings of our assessments, and set us up for success to better serve our community. We look forward to working with them annually. -Sid Jamotte, Health & Wellness Coordinator, Ross Valley, CA FD.

***** On Duty Health has been great for all our members at Santa Barbara City Fire and would recommend ODHs services to any and everybody. Amazing staff and end product. -Alex Kargbo, Health & Wellness Coordinator, Santa Barbara, CA FD.

***** This is our second year using this service. We are very pleased. Thank you for keeping our people healthy. Amazing staff and end product. -Brian Hayward, Division Chief, Heartland Fire & Rescue, CA.

***** To say we are thrilled with the quality of service provided by your crew is an understatement. I can't say enough how much we enjoyed having them here for four weeks and the fact that they want to come back is better yet! We would love to have any and all of them back next year - they were all very friendly, professional and clearly experienced in handling the unique challenges of providing physical assessments to members of the fire service. -Jim Wold, Health & Wellness, Stockton, CA FD

CURRENT CA CLIENTS:

Arcata
Atascadero
Barona
Big Bear
Carpenteria-Summerland
Central Marin
Chino Valley
Coronado
Culver City
El Cajon PD
Escondido
Eureka PD
Five Cities
Heartland (El Cajon, La Mesa, Lemon Grove)
Humboldt Bay
Kentfield
Loma Linda
Manteca
Montecito
Morrow Bay
Mountain View
National City
North County Fire Authority (Daly City)

North County Fire Protection Dist (Fallbrook)
Oceanside
Ontario
Oxnard
Palm Springs
Paso Robles FD & PD
Rancho Cucamonga
Rancho Santa Fe
Redwood City
Rialto
Ross Valley
San Bernardino County
San Manuel
San Miguel
San Rafael
Santa Barbara City
Santa Barbara County
Santa Maria
Santee
South Placer
Stockton
Tiburon
Ukiah
Vista

Contact

o. 512.655.3578
f. 512.528.3589
e. info@onduty.health

California:
1752 E Lugonia Ave, STE 117-4949
Redlands, CA 92374

Texas:
2028 E Ben White Blvd, STE 240-4949
Austin, TX 78741

www.onduty.health



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AUBURN CITY COUNCIL STAFF REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	John Rogers, Fire Chief
BUSINESS TYPE:	Council Business
MEETING DATE:	November 10, 2025
SUBJECT:	Sub-Joint Operations Agreement with the Placer Hills Fire Protection District

Action Requested

By Resolution, authorize the Fire Chief to enter into a Sub-Joint Operations Agreement with the Placer Hills Fire Protection District for Shared Administrative, Command and Control, Fire Prevention, and Related Services.

Background

On July 24, 2023, the City Council authorized the Fire Chief to enter a Joint Operations Agreement with the Placer Hills, Newcastle, Penryn, and Foresthill Fire Protection Districts to increase cooperation between the parties in providing emergency services through shared resources, including personnel. This agreement has been utilized to provide shared staffing throughout the represented agencies with success. This agreement also allows sub-Joint Operations Agreements between the individual parties, such as the one attached to this staff report.

The Auburn Fire Department and the Placer Hills Fire Protection District, who also administers the Newcastle and Penryn Fire Protection Districts, are facing growing challenges, including budget constraints, staffing limitations, and increasing service demands. These issues, while not unique, strain the agencies' ability to provide high-quality administrative support for critical functions such as fire prevention, training, personnel management, and financial oversight.

The 2023 Joint Operations Agreement has assisted all represented agencies with maintaining constant operational staffing at the engine company level. This is accomplished by sharing personnel between the city and districts. Creating a Sub-Joint Operations Agreement for Shared Administrative, Command and Control, Fire Prevention, and Related Services will provide an opportunity to address administrative, operational, and prevention related challenges collaboratively, while optimizing available resources and enhancing service delivery in both jurisdictions.

No compensation will be given or received by either party to the proposed Sub-Joint Operations Agreement, making it a sustainable approach to improving efficiency and service quality. By working together, both agencies can reduce duplication of efforts, stabilize administrative costs, and strengthen the depth of support for programs such as fire inspections, personnel training and succession planning, program development and implementation, grant acquisition and management, community risk assessments, and emergency response coordination.

This collaborative approach reflects the administrative responsibility to manage limited funding in an efficient and effective manner for the benefit of the public. Sharing staff from both agencies would also increase operational depth across administrative functions, enhance command and control capabilities, and strengthen support for day-to-day operations.

Community Benefit

This collaboration will provide the citizens of Auburn with more reliable fire prevention, training, and emergency services, supported by stronger and more efficient administrative services.

Alternatives to Recommended Action

The City Council may choose not to approve the Sub-JOA. However, staff advises against this option. Without this action, the Auburn Fire Department will continue to see a strain on administrative functions, reduced efficiency, and missed opportunities for program development and implementation.

CEQA Requirements

This item does not qualify as a project under CEQA and is therefore exempt from its requirements.

Fiscal Impact

No compensation will be given or received by either party to the proposed Sub-Joint Operations Agreement. It allows the Auburn Fire Department to share personnel to perform Administrative, Command and Control, Fire Prevention and Related Services.

Attachments

- A. Sub-Joint Operations Agreement
- B. Resolution
- C. Shared Administrative Services Presentation

**SUB-JOINT OPERATIONS AGREEMENT BY AND BETWEEN
PLACER HILLS FIRE PROTECTION DISTRICT AND AUBURN CITY FIRE
DEPARTMENT FOR SHARED ADMINISTRATIVE, COMMAND AND
CONTROL, FIRE PREVENTION AND RELATED SERVICES**

THIS SUB-JOINT OPERATIONS AGREEMENT ("SUB-JOA") is made and entered into this **XX** day of **XXXX, 2025** by and between the Placer Hills Fire Protection District ("PHFPD"), an independent fire district, and the Auburn City Fire Department ("ACFD") (hereinafter each may be referred to as "Party" or collectively as "Parties").

**I.
RECITALS**

WHEREAS, the PHFPD and the ACFD seek to collaborate on administrative, non-disciplinary command and control, fire prevention, and other related fire service functions; and

WHEREAS, both Parties acknowledge that improved collaboration enhances regional efficiency, public safety, and fire service effectiveness; and

WHEREAS, the Parties have previously entered into a Master Joint Operations Agreement ("Master JOA") dated July 26, 2023 with each other and the Penryn Fire Protection District, Newcastle Fire Protection District, and Foresthill Fire Protection District, for the purpose of supporting joint fire operations; and

WHEREAS, this SUB-JOA is being entered into pursuant to and in support of that Master JOA and outlines specific terms related to administrative, non-disciplinary command and control, fire prevention, and related functions.

NOW, THEREFORE, pursuant to the authority granted by Government Code sections 6502 and Health & Safety Code section 13050, and in consideration of the mutual promises and obligations as set forth herein, the Parties hereby agree that this SUB-JOA between the Parties is hereby established as follows:

**II.
TERMS AND CONDITIONS**

A. INTENT

1. The Parties agree that this SUB-JOA contemplates and allows for circumstances in which one agency may enter into individual agreements with other fire agencies, including other Parties to the Master and SUB-JOA, to provide fire related services.
2. This SUB-JOA constitutes an agreement by the Parties to cooperate in sharing certain services relating to fire administration, fire prevention, and firefighting,

activities, EMS and emergency/disaster management in the collective geographic services areas of Auburn and Placer Hills. The Parties desire to maximize the use of existing resources, create cost containment opportunities, maintain local control and continue to deliver firefighting, rescue and emergency medical services. The Parties do not intend this SUB-JOA to be a mechanism for the provision of new or extended services within either Party's jurisdiction; to the extent Government Code section 56133 applies to this SUB-JOA, this SUB-JOA is between two public agencies, consistent with Government Code section 56133(e)(1), to provide public services as an alternative to, or substitute for, public services already being provided, with the level of services to be provided under this SUB-JOA being consistent with the existing level of service contemplated. This SUB-JOA shall not constitute a "fire protection contract," as the term is used in Government Code section 56134 because: (i) it is not entered into pursuant to Government Code section 55600 et seq. or Public Resources Code section 4141 et seq., and (ii) there shall be no transfer of responsibility for providing fire protection services from one Party to the other under this SUB-JOA and no change in employment status of employees of either Party hereunder; rather the Parties shall jointly administer fire protection services with the ultimate responsibility for providing fire protection services remaining with each Party for its jurisdiction. During the duration of this SUB-JOA, the Parties will continue to explore further opportunities to work jointly in delivering efficient emergency and fire related services to the public.

B. SHARED ADMINISTRATIVE SERVICES

1. The Parties agree that sharing of administrative services is a strategic means of achieving efficiencies and cost stabilization through economies of scale and will provide a higher level of service to the citizens and visitors of both jurisdictions and is in both Parties' best interests.
2. The Parties shall establish protocols to support the SUB-JOA. Protocols may include items relating to administrative, non-disciplinary command and control, fire prevention, and related services.

C. COMMAND AND CONTROL

The Parties shall establish protocols for the supervision and incident command of emergency personnel and resources of the Parties. Such protocols shall be approved by the chief officers of the respective Parties. Any such protocols may include, but are not limited to, a provision for the assignment of shift supervision and the incident command responsibility between the officers of the respective fire departments and to establish joint supervisorial resources of the respective fire departments, subject to the limitations set forth herein.

1. Officers of a Party's fire department serving in the capacity of joint or unified

command or as the regular assigned supervision of another Party's employees shall be entitled to exercise the power and authority as if such officer was an officer employed by all Parties, except as to discipline, as defined in subsection (3) below, which shall be exclusively administered by the employing Party. Such officer shall also be entitled to the immunities set forth in State and/or federal law for all decisions and actions taken on behalf of employees and officers of the respective Parties when serving in a joint or cooperative manner of supervision or incident command for all Parties.

2. For the purposes of this SUB-JOA, discipline is defined as a formal or adverse action resulting in a punitive result for an employee (e.g., written reprimand, suspension without pay, demotion, reduction of pay, or dismissal). Each Party shall make reasonable efforts to cooperate in an employment investigation at the request of the other Party. Discipline, as herein defined, shall only be administered by the employing Party, providing for one level of administrative oversight above that of the individual providing the final decision, to allow for a level for any potential appeals. For the purposes of this JOA, the final level of appeals would follow the Party's applicable labor and employment Memorandum of Understandings ("MOU's") for its respective bargaining units and/or personnel rules.

D. FIRE PREVENTION

1. The Parties shall establish protocols for shared fire prevention and related services. Such protocols shall be approved by the chief officers of the respective Parties. Any such protocols may include, but are not limited to, fire prevention activities of a complex nature, promoting community awareness of public safety, and emergency preparedness activities.

E. JOINT USE OF PERSONNEL

1. Each Party, upon request of the other Party, shall provide support for administrative, non-disciplinary command and control, and other fire prevention related services in the same manner as if the previously listed functions were being completed by the requesting Party's personnel.
2. The Parties agree that this is a cost neutral agreement, and no compensation will be given or received by either Party. Each Party is responsible for all of their incurred personnel costs.
3. This SUB-JOA authorizes PHFPD and ACFD to share designated personnel as mutually agreed upon. Shared positions may include all chief officers, fire prevention personnel, administrative staff, and any other support personnel.

4. In no event shall this SUB-JOA be interpreted to, nor shall it: (i) transfer responsibility for providing services in the jurisdictional boundaries of the Parties, or (ii) change the employment status of any employee of the Parties. Nothing herein shall impact, impair, or alter any existing labor and employment MOUs for the bargaining units for the respective Parties.
5. ACFD and/or the City of Auburn shall be solely responsible for all salary, benefits, retirement, worker's compensation, and insurance for the ACFD employees performing services pursuant to this SUB-JOA and they shall only be considered employees of ACFD and/or the City of Auburn for all supervisory, disciplinary, grievances, complaints, and other employment related purposes.
6. PHFPD shall be solely responsible for all salary, benefits, retirement, worker's compensation and insurance for the PHFPD employees performing services pursuant to this SUB-JOA and they shall only be considered employees of PHFPD for all supervisory, disciplinary, grievances, complaints, and other employment related purposes.
7. Auburn's City Manager will supervise the ACFD Fire Chief on Auburn matters, and will provide direction to the ACFD Fire Chief regarding any desired special projects or services to be performed for Auburn. The PHFPD Board of Supervisors will supervise the PHFPD's Fire Chief on PHFPD matters, and will provide direction to the PHFPD Fire Chief regarding any desired special projects or services to be performed for PHFPD.
8. The Parties agree to collaborate as needed to avoid duplication of efforts and to maximize benefits to both organizations.

F. AREAS OF COOPERATION

1. The Parties may adopt other policies or protocols or enter into separate contracts or sub-agreements in the furtherance of the intent of this SUB-JOA. Such policies or protocols, or contracts or sub-agreements, shall not be detrimental to the Master JOA or this SUB-JOA or any Party to the Master JOA or SUB-JOA and may include, but not be limited to, items regarding: public and firefighter safety, training, fire prevention, public education, equipment standardization, joint use of facilities, or equipment or provision or cost sharing of operations, administrative or management services or other administrative or support staff.
2. Unless otherwise indicated by the specific project or service, the standard terms and conditions set forth in the Master and SUB-JOA shall apply to the other areas of cooperation established under this section.

G. INDEMNITY

1. To the furthest extent permitted by California law, each of the Parties (“Indemnifying Party”) shall indemnify, defend, and hold free and harmless each of the other Party and its officers, officials, board members, employees, agents, and volunteers (the “Indemnified Party”) from and against any and all actions, assessments, counts, citations, claims, costs (including without limitation litigation cost and attorney, expert witness, and consultant fees), damages, demands, judgments, liabilities (legal, administrative, or otherwise), losses, notices, expenses, fines, penalties, proceedings, responsibilities, violations, and causes of action of every kind and nature arising out of or related to the Indemnifying Party’s performance under this SUB-JOA, including but not limited to any claims raised by an Indemnifying Party’s employee regarding actual or alleged violation(s) of federal, state, or local employment law; entitlement to employment benefits or other compensation; and/or breach of any labor and employment MOU or personnel rules, except when caused by and only to the extent of the sole negligence or willful misconduct of the Indemnified Party.
2. Any Indemnified Party may accept or reject legal counsel that an Indemnifying Party proposes to defend the Indemnified Party, and in its sole and absolute discretion may thereafter appoint legal counsel to defend the Indemnified Party at the Indemnifying Party’s expense against a Claim.
3. The Parties agree that the covenants contained in this Paragraph G of this SUB-JOA shall survive the expiration or termination of this SUB-JOA.

H. INSURANCE

As a material condition of this SUB-JOA, both Parties shall maintain insurance or lawful self-insurance meeting or exceeding the requirements set forth in Paragraph G of the Master JOA, incorporated herein by reference, as may be amended from time to time.

I. ADDITIONAL PARTIES

Other Placer County fire agencies may make a written request to the Master JOA membership to become a member of the Master JOA, as provided therein. The request shall indicate a commitment to the intent of the Master JOA and all provisions of Master JOA. Once a member of the Master JOA, new members may petition the Parties to this SUB-JOA to participate in this SUB-JOA. Approval to participate in the Master JOA or this SUB-JOA requires concurrence of all signatory Parties of the Master JOA and SUB- JOA, as applicable.

J. TERMINATION

Either Party may terminate this SUB-JOA without penalty upon ninety (90) days' written notice to the other Party. Such terminating Party shall perform all obligations under this SUB-JOA until the noticed date of termination. Termination from the SUB-JOA will have

no impact to the Master JOA, unless the Party has also requested to withdraw from the Master JOA in accordance with Paragraph I of the Master JOA, incorporated herein by reference, as may be amended from time to time.

K. RELATIONSHIP OF PARTIES

Nothing in this SUB-JOA shall be construed to create an association, joint venture, trust, or partnership, or to impose a trust or partnership covenant, obligation, or liability on or with regard to any Party. Neither Party shall have any power to incur any debt, obligation, or liability on behalf of the other Party or otherwise to act on behalf of the other Party as an agent. Neither Party nor any of its agents shall have control over the conduct of the other Party or any of the other Party's employees, except as set forth in this SUB-JOA. Neither Party shall represent that it is, or that any of its agents or employees are, in any manner employees of the other Party. Under no circumstances shall a Party or its employees look to the other Party as an employer nor shall any employee of a Party be entitled to any employment related benefits from the other Party.

L. INDEPENDENT CONTRACTOR

Each Party, in the performance of this SUB-JOA, is and shall act as an independent contractor. Each Party understands and agrees that each Party's employees shall not be considered officers, employees, agents, partner, or joint venture of any other Party, and are not entitled to benefits of any kind or nature normally provided employees of another party and/or to which any other Party's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Each Party shall assume full responsibility for payment of all federal, State, and local taxes or contributions, including but not limited to unemployment insurance, retirement, worker's compensation, social security, and income taxes with respect to its employees.

M. NO THIRD-PARTY BENEFICIARIES

This SUB-JOA shall not be construed to create any third-party beneficiaries. Except as otherwise expressly provided herein, this SUB-JOA is for the sole benefit of the Parties hereto. This SUB-JOA, however, shall not preclude each of the Parties from entering into agreements similar in nature and intent with other entities.

N. GOVERNING LAWS

Except as otherwise required by law, this SUB-JOA shall be interpreted, governed by, and construed under the laws of the State of California.

O. COMPLIANCE WITH APPLICABLE STATUTES, ORDINANCES, AND REGULATIONS

As an express covenant of this SUB-JOA, the Parties shall comply with all applicable laws in performing services under this SUB-JOA.

O. STANDARD OF CARE

In performing services under this SUB-JOA, each Party shall exercise reasonable care consistent with generally and currently accepted principles and practices of his/her profession for services to fire protection districts.

P. NOTICES

Any required notice may be given either by personal service or by deposit (postage prepaid) in the U.S. Mail addressed as follows:

Placer Hills Fire Protection District
P.O. Box 350
Meadow Vista, CA 95722
Attn: Fire Chief

Auburn City Fire Department
1225 Lincoln Way
Auburn, CA 95603
Attn: Fire Chief

Q. ENTIRE AGREEMENT

The Parties agree that the Master JOA and this SUB-JOA constitute the sole and only agreements between them representing shared administrative, non-disciplinary command and control, fire prevention, and related services and correctly sets forth their obligations and duties with respect to each other.

R. MODIFICATION OF AGREEMENT

This SUB-JOA may be modified or amended only by a subsequent written agreement approved and executed by all Parties.

S. WAIVER

No provision of this SUB-JOA shall be considered waived by any Party unless such waiver is set forth in writing.

T. SEVERABILITY

Should any provision of this SUB-JOA be held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall continue in full force and

effect, unless to do so would frustrate the intent and purpose of this SUB-JOA.

U. COUNTERPARTS

This SUB-JOA may be executed in identical counterparts, each of which shall constitute a duplicate original. Each Party shall provide a true and correct copy of this SUB-JOA to the other Party.

V. EXECUTION

By executing this SUB-JOA, the Parties acknowledge that they have carefully read and agree to be bound by all the terms and conditions contained in this SUB-JOA.

W. CONSTRUCTION

Each Party to this SUB-JOA has consulted with legal counsel regarding the terms of this SUB-JOA, or has voluntarily chosen not to engage legal counsel, and each Party fully understands each term contained herein. Each Party knowingly and voluntarily enters into this SUB-JOA and knowingly and voluntarily agrees to each term contained herein. All of the undersigned Parties agree that they and their legal counsel, as applicable, have reviewed and have had an opportunity to revise this SUB-JOA, that no single Party shall be deemed to have drafted this SUB-JOA or any portion thereof, and that any rule of construction to the effect that ambiguities are to be resolved against the drafting Party shall not apply in the interpretation of this SUB-JOA.

X. WARRANTY OF AUTHORIZATION

Each Party represents and warrants that the person executing this SUB-JOA is a duly authorized representative with actual authority to bind the Party to each and every term, condition, and obligation contained in this SUB-JOA and that all requirements relating to such authority have been fulfilled.

Y. FORCE MAJEURE

No Party shall be liable to any other Party for any loss or damage of any kind or for any default or delay in the performance of its obligations under this Agreement if and to the extent that the same is caused, directly or indirectly, by fire, flood, earthquake, elements of nature, epidemics, pandemics, quarantines, acts of God, acts of war, terrorism, civil unrest or political, religious, civil or economic strife, or any other cause beyond a Party's reasonable control.

[Signatures on following page.]

IN WITNESS WHEREOF, the Parties have executed this Joint Operations Agreement on the dates indicated below.

PLACER HILLS FIRE PROTECTION
DISTRICT

By:

Date: _____

Alex Harvey, President
Board of Directors

Date: _____

AUBURN CITY FIRE DEPARTMENT

By:

John Rogers, Fire Chief

RESOLUTION NO. 25-

RESOLUTION AUTHORIZING THE FIRE CHIEF TO ENTER INTO A SUB-JOINT
OPERATIONS AGREEMENT WITH THE PLACER HILLS FIRE PROTECTION
DISTRICT FOR SHARED ADMINISTRATIVE, COMMAND AND CONTROL, FIRE
PREVENTION AND RELATED SERVICES.

THE CITY COUNCIL OF THE CITY OF AUBURN DOES HEREBY APPROVE:

That the City Council of the City of Auburn does hereby authorize the
the Fire Chief to enter into a Sub-Joint Operations Agreement with the Placer
Hills Fire Protection District for Shared Administrative, Command and Control,
Fire Prevention and Related Services, attached hereto as Exhibit "A" (the "SUB-
JOA") and incorporated herein by this reference, and authorizes the Fire Chief
to execute the SUB-JOA on behalf of the City.

DATED: November 10, 2025

Sandra Amara, Mayor

ATTEST:

Amy Lind, City Clerk

I, Amy Lind, City Clerk of the City of Auburn, hereby certify that the foregoing
resolution was duly passed at a regular meeting of the City Council of the City
of Auburn held on November 10th, 2025 by the following vote on roll call:

Ayes:
Noes:
Absent:

Amy Lind, City Clerk



Item 6

**SUB-JOINT OPERATIONS AGREEMENT FOR SHARED
ADMINISTRATIVE, COMMAND & CONTROL, FIRE PREVENTION, AND
RELATED SERVICES SERVICES**

WHY ARE WE HERE? PURPOSE?

- **EXPAND ON THE EXISTING JOINT OPERATIONS AGREEMENT**
 - **ORIGINAL AGREEMENT HIGHLIGHTS AREAS OF COOPERATION, INCLUDING:**
 - **FIRE PREVENTION**
 - **OPERATIONS**
 - **ADMINISTRATIVE SERVICES**

WHERE ARE WE?

- FIRE SERVICE DELIVERY HAS SIGNIFICANTLY INCREASED IN COST
- STAFFING LEVELS HAVE BEEN REDUCED
- UNFUNDED STATE MANDATES
- COMMUNITY EXPECTATIONS CONTINUE TO EVOLVE AND INCREASE
- FINANCIAL SUPPORT IS LIMITED

WHAT CAN WE DO TO IMPROVE?

- **EXPLORE EFFICIENCY MODELS**
- **COLLABORATE**
- **REDUCE/ELIMINATE DUPLICATION OF EFFORTS**
- **STABILIZE COSTS**
- **ENHANCE THE QUALITY OF SERVICES TO OUR COMMUNITIES**

CHALLENGES:

- **DUPLICATION OF EFFORTS**
- **LIMITATIONS TO:**
 - **SPECIALIZED ROLES; LIMITS ABILITY TO MEET ADMINISTRATIVE DEMANDS AND FULFIL MANDATES**
- **SERVICE DELIVERY EXPECTATIONS**
- **REGIONAL REPRESENTATION**

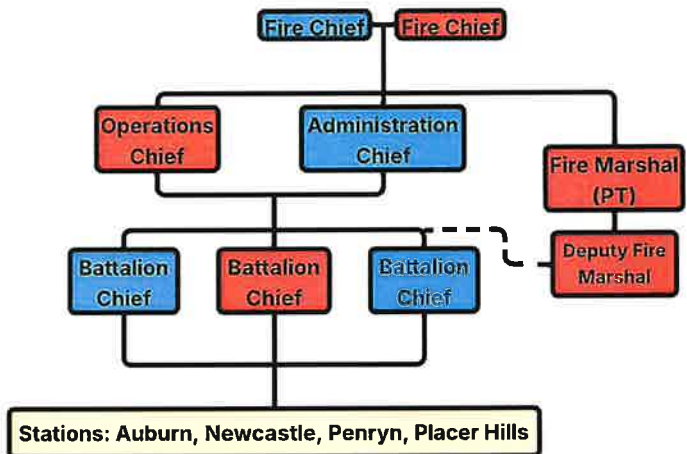
BENEFITS:

- **ENHANCE SERVICE**
- **IMPROVE INTEROPERABILITY**
- **INCREASE COLLABORATION**
- **OPTIMIZE RESOURCES**
- **CREATE OPPORTUNITIES**
- **OPTIMIZE FUNDING OPPORTUNITIES**
- **STABILIZE COSTS**
- **INCREASE COMMUNITY ENGAGEMENT**
- **IMPROVED COMMUNICATION**

SHARED FUNCTIONS:



HOW IT WILL LOOK:



PHFD
AFD

QUESTIONS AND DISCUSSION

- **SHARED ADMINISTRATIVE, COMMAND & CONTROL, FIRE PREVENTION, AND RELATED SERVICES BETWEEN THE AUBURN FIRE DEPARTMENT AND THE PLACER HILLS FIRE PROTECTION DISTRICT**



PLACER HILLS-NEWCASTLE-PENRYN FIRE PROTECTION DISTRICTS

STAFF REPORT

To:	Board of Directors, Penryn Fire Protection District
From:	Ian Gow, Fire Chief
By:	Mark D'Ambrogi, Fire Marshal
Date:	November 17, 2025
Subject:	Public Hearing: Review of the Capital Improvement Plan, Mitigation Fee Reports, and Mitigation Fee Increase

The Issue

Shall the Board conduct a Public Hearing to review and adopt the annual fee reports, capital improvement plan, and fee increase to update the Fire Facilities Impact and Mitigation Fee schedule for Fiscal Year 26/27?

Conclusion and Recommendation

Staff recommends the Board conduct a Public Hearing to review and approve the annual fee reports, capital improvement plan, and fee increase to update the Fire Facilities Impact and Mitigation Fee schedule for Fiscal Year 25/26.

Background

Government Code 66000 *et seq* allows local agencies to collect fees from new development to offset the impacts of that development on local services. Placer County Code Chapter 15.36.010 identifies the requirements for fire protection districts to follow to collect such fees. The Placer County Board of Supervisors has the final approval to the adoption and adjustment to any fees imposed by fire districts.

As part of the requirements an annual Capital Improvement Plan (CIP) and annual report on mitigation fees, need to be reviewed and adopted by the Board of Directors at a public hearing. The annual mitigation fee report may include an adjustment to the fee schedule based on the California Construction Cost Index (CCCI) published by the *Engineering News-Record* as posted by the Department of General Services (DGS).

The CIP provides information on facilities, apparatus, and capital equipment, depreciation programs; estimated costs, schedule of replacement/purchase, and

long-term capital projects. The CIP provides an effective planning tool for the District and assists in the annual budget process.

The Mitigation Review and Reports identify the amount of mitigation fees collected, the amount of fees spent on capital purchases, and the types of purchases made with mitigation fees.

Every 5-8 years a Fire Facilities Impact Study is performed by the Fire District to make any adjustments to the Fire Facilities Impact Fee Schedule.

The last Fire Facilities Fee increase was adopted by the Board of Supervisors on May 13, 2025.

An adjustment to the fee is recommended and reflects an adjustment of 2.3% based on the average of the California Construction Cost Index (CCCI) of the San Francisco area as produced by Engineering News Record (ENR) as posted by the Department of General Services (DGS) from January 1 through December 31, 2024.

It is recommended this increase of 2.3% be used as the basis to increase the Fire Facilities Impact and Mitigation Fee.

Current and Proposed Fee Schedule:

Residential:	\$2.01 per sq. foot to \$2.05 per sq. foot
Retail:	\$2.01 per sq. foot to \$2.05 per sq. foot
Office:	\$2.01 per sq. foot to \$2.05 per sq. foot
Industrial:	\$2.01 per sq. foot to \$2.05 per sq. foot
Agricultural:	\$2.01 per sq. foot to \$2.05 per sq. foot

The fee schedule will be implemented and imposed on all new construction sixty (60) days after the Approval by the Placer County Board of Supervisors.

Alternatives Available to the Board

1. Conduct a Public Hearing and adopt by resolution, the Capital Improvement Plan (CIP) and Mitigation Fee Review and Reports;
2. Take no action, the District will be unable to make adjustments to the current Mitigation Fee schedule.

Fiscal Impact

No fiscal impact or costs incurred to the budget is associated by this action. Future mitigation fees may be increased bringing added funding to the fire fee mitigation account.



**BEFORE THE BOARD OF DIRECTORS
PENRYN FIRE PROTECTION DISTRICT
COUNTY OF PLACER, STATE OF CALIFORNIA**

RESOLUTION NO. 2025-13

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE PENRYN FIRE PROTECTION DISTRICT
ADOPTING AN ANNUAL FEE REPORTS, CAPITAL IMPROVEMENT PLAN, AND FEE INCREASE TO
UPDATE THE FIRE FACILITIES IMPACT AND MITIGATION FEE SCHEDULE**

WHEREAS, the Placer County Board of Supervisors approved the Penryn Fire Protection District Fire Facilities Impact Fee (Impact Fee) based on the 2023 Nexus Fee Study on August 21, 2023, pursuant to Placer County Code section 15.36.010 and the Mitigation Fee Act; *and*

WHEREAS, the 2023 Nexus Fee Study authorized annual adjustments to the Impact Fee based on the California Construction Cost Index (CCCI) as produced by Engineering News Record (ENR), as posted by the Department of General Services (DGS); *and*

WHEREAS, consistent with the Mitigation Fee Act (Gov. Code, sections 66000, et seq.) and Placer County Code, the Penryn Fire Protection District has prepared an Annual Mitigation Fee Review and Reports for 2024/2025 (Annual Report) and Capital Improvement Plan (CIP); *and*

WHEREAS, the Board of Directors of the Penryn Fire Protection District has reviewed and considered the Annual Fee Reports and CIP at a duly noticed public hearing; *and*

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Penryn Fire Protection District does hereby adopt the Annual Fee Reports and CIP, which support a new 2026/2027 fee of \$2.05 per square foot for new construction, including residential, retail, office, industrial, and agriculture building space as well as to additions to existing buildings which requires the issuance of a permit or approval from the County of Placer.

BE IT FURTHER RESOLVED, this adjustment reflects an adjustment of 2.3% over the prior year based on the average of the California Construction Cost Index (CCCI) of the San Francisco area as produced by Engineering News Record (ENR) as posted by the Department of General Services (DGS) from January 1 through December 31, 2024.

BE IT FURTHER RESOLVED, the above fee shall be imposed sixty (60) days after the approval by the Placer County Board of Supervisors.

APPROVED, PASSED AND ADOPTED at a regular meeting of the Governing Board of the Penryn Fire Protection District at Penryn, California on November 17, 2025, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

Cheryl Hotaling, Board Chair

ATTEST: _____
Larry Shields, Secretary

**PENRYN FIRE PROTECTION
DISTRICT**



**CAPITAL IMPROVEMENT PLAN
(CIP)**

**AND
MITIGATION FEE REVIEW, INCREASE,
AND REPORTS
2025**

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Attachment

District Capital Replacement Schedule

Overview

The Capital Improvement Plan (CIP) is considered a planning process for the Penryn Fire Protection District. This plan attempts to identify the capital needs of the organization not only the immediate needs but also seeks to identify longer-term capital needs. In general, the CIP is a planning document that is updated annually through the budget process and subject to change as the needs of the organization and community become more defined and projects move along in their respective planning and budgeting processes. The use of a CIP provides for considerable advance project identification, planning, evaluation, scope, definition, design, public discussion, cost estimating, and financial planning.

Objectives used to develop the CIP include:

- To preserve and improve the infrastructure of the organization through capital asset procurement in a sustainable manner.
- To maximize the useful life of capital investments by scheduling major renovations, modifications, and procurement at the appropriate time.
- To identify and examine current and future infrastructure and equipment needs and establish priorities among projects so that available resources are used to the best advantage; and
- To improve financial planning and stability by comparing needs with resources, estimating future funding issues, and identifying potential fiscal implications.

This plan will serve several specific purposes such as a guide for the District Board and its administration towards current and future capital improvement needs, informs the district's personnel, the community, business, and other interested parties about the capital needs of the district and the projected costs of those needs, and identifies financial decisions, allocations, and needs over a prescribed period of time whether funding is available or not.

The Fire District

The Fire Protection District provides all hazard services to the communities of Penryn and portions of the Town of Loomis in Placer County. The district's jurisdiction includes over 11 square miles of rural and suburban area and provides emergency medical services (EMS), fire response and suppression, fire prevention inspections, code enforcement, fire investigation, rescue operations, vehicle extrication, hazardous materials response, fire district administration, staff training, public education, and participates in the California Master Mutual Aid System through the Office of Emergency Services (OES) Fire & Rescue Branch.

Recommended standards for fire protection and emergency medical services are issued by the National Fire Protection Association (NFPA) and often considered industry standards. In addition are the Public Protection Classification Surveys performed by the Insurance Services Office (ISO) for the insurance industry. These surveys have a direct bearing on the premiums charged by companies for fire insurance. A major area of importance of these surveys include apparatus, equipment, and facilities.

Capital Improvement Components

Capital improvement components contain, but not limited to the following:

Apparatus: Purchase and replacement of Type I Engines, Type III Engines; rescue vehicles, water tenders, command vehicles, utility vehicles, and support vehicles.

Major Equipment: Purchase and or replacement of personal protective equipment (PPEs), self-contained breathing apparatus (SCBAs), rescue tools, life support equipment, fire hose, communications equipment, information technology related devices and hardware, and small/portable equipment.

Facilities: New construction, renovation, and or replacement of fire stations, vehicle maintenance facilities, training facilities (both didactic classrooms and manipulative drill ground buildings and props), and administrative and support offices.

Property acquisition may also be considered a capital purchase to serve future needs of the fire district.

Capital Acquisitions Apparatus

The Fire District has established some standard apparatus and equipment depreciation and replacement schedules. Primary funding is now provided through general funds, loans, mitigation fees, and or through grants.

Type I Engine Replacement Recommendations: Continue to follow and implement an apparatus replacement schedule of 15 years of frontline service for all Type I firefighting apparatus, with a minimum of 5 years reserve service before consideration of decommissioning the apparatus. Apparatus refurbishment may also be a consideration.

Type III Engine Replacement Recommendations: Continue to follow and implement an apparatus replacement schedule of 20 years of frontline service for all Type III firefighting apparatus. Apparatus refurbishment may also be a consideration.

Water Tender Replacement Recommendations: Continue to follow and implement an apparatus replacement schedule of 25 years of frontline service for all Water Tender apparatus. Apparatus refurbishment may also be a consideration.

Light Duty Vehicle Replacement Recommendations: It is recommended that light vehicles should be considered for a replacement of 10 years for Command Vehicles and utility vehicles (due to intense, high mileage use).

Specialized Apparatus and Vehicles Recommendations: Specialized vehicles such as air units, rescues, and ATV units are recommended to be replaced as needs of the Fire District determine and based on the type of use and condition of such unit(s). Typical replacement may occur between 15 and 25 years. Refurbishment may also be a consideration.

See Attachment for District Capital Replacement Schedule

Capital Acquisitions Major Equipment

This section discusses the replacement of major equipment in the on-going business of fire, rescue, and EMS service delivery by the Fire District. It includes personal protective equipment (PPE) turnout gear, self-contained breathing apparatus (SCBA), rescue extrication tools, life support cardiac monitoring/intervention equipment, fire hose, small equipment, radios, and information technology related devices. While some items may not be considered a capital asset by policy, they are included as a way of presenting ongoing equipment needs.

Personal Protective Equipment (PPE): PPE's are recommended to be replaced every 5 years, or when such turnout gear has met its life expectancy, or whenever the equipment is damaged beyond repair or fails an inspection. Wildland gear are recommend to be replaced between 3-5 years or has met its life expectancy, or whenever the equipment is damaged beyond repair or fails an inspection.

Fire Hose and Nozzles: The National Fire Protection Association's (NFPA) Standard-1962 calls for annual hose testing and allows for keeping hose as long as it passes the annual service test. However, a generally accepted practice is to remove hose from service after 20 years, as recommended by the NFPA in Standard-1962 (2008 Edition), Annex A.7.1., which states "While all users should establish their own retirement schedule, fire departments should give careful consideration to a 10-year maximum service life under normal operating conditions."

Rescue Tools: Hydraulic rescue tools are mission critical equipment for delivering service. These units should be replaced every 10 years depending on advances in technology and the cost of maintenance and repairs to each unit. "Jaws" that have been purchased and used in the last 5-10 years can have a life expectancy of up to 20 years.

EMS Equipment: The defibrillators and CPR Lucas devices are an integral part of the EMS delivery the Fire District provides. These units are recommended to be replaced every 15 years depending on advances in technology and the cost of maintenance and repairs to each unit.

Self-Contained Breathing Apparatus (SCBA): All SCBA cylinders require periodic hydrostatic testing as required by 49 CFR 180.205. Wrapped carbon fiber cylinders should be tested every five years and have a 15- year service life. Therefore the life expectancy of a SCBA is 15 years and the recommended replacement schedule.

Communication Equipment: Communication equipment such as radios, tablets, and pagers are ever changing due to new technology and need to be replaced when such technology no longer supports the Fire District mission. As new technology advances communication equipment need to adapt to the environment to ensure the safest and most efficient means for personnel to perform in the field.

See Attachment for District Capital Replacement Schedule

Capital Acquisitions Facilities

Capital improvements and investments in facilities can represent some of the largest expenditures of a Capital Improvement Plan, especially if new fire facilities are contemplated. The following is the list of facilities within the Fire District with estimated replacement values and future long term capital improvements.

Penryn Fire Protection District Facilities

Fire Station #38, 7206 Church St., Penryn CA.

Fire District Facilities	Facility Type	Replacement Cost
Fire Station #38	Fire Station	\$6,000,000.00
Total		\$6,000,000.00

Future Long Term Capital Improvements: Facilities & Major Equipment

Facility	Description	Status	Estimated Costs
Station #38	Renovation, add adequate dorm facilities	Renovate/addition to include adequate dorm (sleeping) quarters for personnel and enclose 1 apparatus bay. Conduct needs assessment and cost analysis, identify funding sources. Schedule-TBD Unfunded Project	\$1,200,000.00
Type 3 Fire Engine	New purchase, to replace older current type 3 engine	In process of obtaining specifications for new apparatus. Ongoing budgeting for purchase. Estimated 2-3 project from purchase to delivery.	\$650,000.00

Funding Sources for Capital Improvement

Sources for capital improvements derive from a number of sources. Funds are generated through local property tax allotment, assessments, fees, charges for services, and outside funding such as grants and loans. The availability of funds fluctuates on a number of factors including assessed property values, employee costs, consultants and service contracts, insurance costs, and general economic cost increases. Other funding sources for capital purchases may include:

General Fund. General funds are monies collected from property tax apportionment, fees for services, assessments, and other revenue generation in relation to services provided. Unless designated, general funds are spent on the operations of the organization, including capital expenditures.

Loan Financing. Loan financing is generated through the borrowing of funds (principal) at a cost (interest) through a financial institute and or governmental agency and can include the sale of municipal bonds. Loans are typically used for specific one-time capital purchases.

Grant Funding. Grant funding is made available for capital purchases primarily through the Federal Emergency Management Agency (FEMA) through the Assistance to Firefighter's Grants (AFG). This program is offered on a national level and is extremely competitive throughout the United States Fire Service.

Mitigation and Facility Impact Fees. These fees derive from development within the fire district and are intended to off-set impacts development may have on the fire district in providing services. These fees may be restrictive in what they can be used for regarding capital projects.

Review, Reporting, and Increase of Fire Facility Impact and Mitigation Fees

The Fire District, under Government Code § 66000 *et. seq.*, is allowed to collect fees from new development to offset the impacts on local services. This is known as the Fire Facilities Impact and Mitigation Fee. The fee is collected on all new construction including additions and is applied towards capital expenditures such as fire facilities, apparatus, and firefighting equipment to meet future service demands of the Fire District.

The most important part of AB 1600 is the requirement for findings that connect any impact stemming from a development project to the type and amount of the fee imposed or what is commonly referred to as the “Nexus” requirement. Government Code Section 66001 states that in any action “establishing, increasing, or imposing a fee as a condition of approval of a development project,” the local agency shall do all of the following:

- 1) Identify the purpose of the fee.
- 2) Identify how the fee is to be used. If the use is for financing public facilities, the facilities shall be identified.
- 3) Determine how a reasonable relationship exists between the fee's use and the type of development project on which the fee is imposed.
- 4) Determine how a reasonable relationship exists between the need for the public facility and the type of development project on which the fee is imposed.
- 5) Determine how there is a reasonable relationship between the amount of the fee and the cost of the public facility or portion of the public facility attributable to the development on which the fee is imposed.

Purpose of the Fee

The purpose of this development impact fee is to ensure that new development within the District pays its proportionate share of the capital investments to be made by the District along with its share of future capital costs, which are necessary to provide fire protection, fire suppression and other fire safety services adequate to accommodate a growing service population. The District is prudent in requiring that new development will not burden existing property owners with the cost of public facilities required to accommodate growth. The District can further this objective through the imposition of development impact fees. The purpose of the development impact fee is to implement this policy by providing a funding source from new development for capital improvements to serve that development. The fee helps to ensure that the level of service is maintained as new development offsets the increased costs of providing service as growth occurs.

Use of the Fee

The development impact fee will fund new construction of fire stations, apparatus, vehicles, and capital equipment needed to serve new development. All facilities and capital equipment will be located within the boundaries of the District. As identified in the Capital Improvement Plan, these facilities include:

- ◆ land for new fire stations

- ◆ fire station construction or expansion
- ◆ fire apparatus acquisition
- ◆ vehicle acquisition
- ◆ capital equipment acquisition
- ◆ financing costs associated with the above listed capital expenditures

Benefit Relationship

The Fire District will restrict fee revenues to the acquisition of land, construction/reconstruction/expansion of buildings, and purchase of apparatus, vehicles and capital equipment, and related financing costs to serve new development. Fire facilities and capital equipment funded by the fee will further the District-wide network of services accessible to the additional residences and businesses associated with new development. Thus, there is a reasonable relationship between the use of fee revenues and the residential and non-residential types of new development that will pay the fee.

Burden Relationship

The purpose of assessing an impact fee is to provide the capital resources necessary to sustain a constant level of service for fire protection, emergency medical response, rescue and extrication, containment and mitigation of hazardous materials exposure, and other life safety services that is required of a growing service population. Based on the District's historical experience in responding to calls for service among the varying types of development in its boundaries, it is appropriate to assess the fee on a uniform basis in order to share the costs on a pro rata basis among existing and new development. Thus, there is a reasonable relationship between the use of the fee and the type of development served by the capital resources funded by the fee.

Proportionality

The reasonable proportionality relationship can be established by identifying the facility costs attributable to future development, then establishing fee rates that allocate those costs in proportion to the demands created by each type of development project. The fee apportions costs between the existing population and new development in a manner proportional to their contribution of the need for that facility. Further, fees are imposed based on building size as measured by habitable and enclosed square feet of each building.

The Fire District utilizes the services of a consultant to perform a "nexus" study. This study is intended to update the development impact fee imposed by the District. This report summarizes an analysis of the need for fire facilities and equipment to accommodate new development within the District's boundaries and documents a reasonable relationship between new development, the fee, and the facilities and capital equipment to be funded.

The study updates the development impact fee based on the current values of all fire equipment and facilities necessary to protect current residents at current service levels. This fee is translated into a per square foot cost that is imposed on any new construction which may occur. Impact fees

paid will allow for the District to provide the necessary facilities, vehicles, and equipment necessary to maintain current service levels.

The nexus study for this district was approved by the Placer County Board of Supervisors on June 16, 2024. The Mitigation Fee Act requires this fee review and study at least every eight (8) years.

Placer County has and will continue to experience growth. Consequently, local fire districts are faced with the challenge of providing service to an expanding customer base with limited resources for upgrading the infrastructure necessary to accommodate such expansion. The Fire District too faces the challenge of providing fire facilities and services to service new development within its boundaries. The impact fees collected as a result of new construction provides a funding source for the construction of fire facilities and purchase of vehicles and equipment necessary for this purpose.

Increase of Fire Facility Impact and Mitigation Fees

The Fire Facilities Impact and Mitigation Fee can be adjusted annually using the California Construction Cost Index (CCCI) as produced by Engineering News Record (ENR) and posted by the Department of General Services (DGS).

For the 2024 calendar year, January 1 through December 31, the CCCI indicated a 2.3% average increase in construction costs. It is recommended this construction cost increase of 2.3% be used as the basis to increase the Fire Facilities Impact and Mitigation Fee.

Current and Proposed Fee Schedule:

Construction Type	Current Fee	Proposed Fee
Residential	\$2.01 per sq. foot	\$2.05 per sq. foot
Retail	\$2.01 per sq. foot	\$2.05 per sq. foot
Office	\$2.01 per sq. foot	\$2.05 per sq. foot
Industrial	\$2.01 per sq. foot	\$2.05 per sq. foot
Agriculture	\$2.01 per sq. foot	\$2.05 per sq. foot

Penryn Fire Protection District Annual Mitigation Fee Reporting for FY 24/25

	FY 24/25	Budgeted 25/26
Revenue		
Mitigation Fees	104,434	33,720
Investment Income	24,665	17,500
Total Revenue	129,099	51,220
Expense		
Type 1 Lease Purchase Principal	34,171	34,171
Type 1 Lease Purchase Interest	17,049	17,049
Fixed Assets Equipment	6,110	
Total Expense	57,330	51,220
Net Revenue	71,769	0
Beginning Balance	309,112	380,881
Ending Balance	380,881	380,881

For FY 24/25 the Penryn Fire Protection District began with a mitigation fee balance of \$309,112, mitigation fee revenues of \$129,099 with expenditures of \$57,330, with a mitigation fee balance of \$380,881.

Penryn Fire Protection District Five Year Mitigation Fee Reporting FY'S 2020-2025

The following Five Year Mitigation Fee Report is based on Government Code 66001 (d)(1) (A)(B)(C)(D)

Description	Justification
Identify the purpose of the fee	For the purchase and acquisition of facilities and equipment to maintain levels of service as development impacts the needs for services
Demonstrate a reasonable relationship between the fee and the purpose for which it is charged.	Development creates impact to services provided by the Fire District, fees for development will assist in off-setting costs for increased facilities and equipment to provide additional services
Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements	Sources for funding facilities and equipment are derived from the general operating budget and Fire Facility Mitigation Fees, amounts of each are dependent annually on the amount of fees collected verses amount(s) of committed general funding
Designate the approximate dates on which the funding is expected to be deposited into the appropriate account or fund.	Annually Fire Facility Mitigation Fees are collected at time of new development permitting and deposited into the Fire District Fire Fee Mitigation Fund as held by the Placer County Treasurer

Penryn Fire Protection District Five Year Mitigation Fee Report

	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Funding Sources
Revenue						
Mitigation Fees	91,680.14	53,190.72	68,572.77	54,069.93	104,434.40	
Investment Income	1,162.31	1,968.80	13,850.64	26,937.65	24,665.40	
Total Revenue	92,842.45	55,159.52	82,423.41	81,007.58	129,099.80	
Expense						
Fixed Assets- Buildings		22,000.00				100% Mit Fees
Fixed Assets- Apparatus	51,220.10	51,220.10	51,220.10	51,220.10	51,220.10	100% Mit Fees
Fixed Assets- Equipment	12,531.15			2,352.98	6,110.26	50% GF/50% Mit Fees
Contracted Services				5,000.00		Nexus Study
Refunds	2,575.68					
Total Expense	66,326.93	73,220.10	51,220.10	58,573.08	57,330.36	
Net Revenue	26,515.52	-18,060.58	31,203.31	22,434.50	71,769.44	
Beginning Balance	247,018.81	273,534.33	255,473.75	286,677.06	309,111.56	
Ending Balance	273,534.33	255,473.75	286,677.06	309,111.56	380,881.00	

Capital Asset Funding Obligations through FY 2035/2036 can be found in the District Capital Replacement Schedule (CIP Schedule).



PENRYN FIRE PROTECTION DISTRICT

STAFF REPORT

Date: November 17, 2025
To: Board of Directors
From: Finance and Admin Committee
Subject: Resolution 2025-14 Transfer of \$13,500 to General Committed Reserves

Background

The District established a Committed Fund in November 2024 for the purpose of future capital asset purchases.

The Board approved the purchase of new Self Contained Breathing Apparatus (SCBA) in September 2024 and the surplussing of 12 older SCBA's in December 2024.

At the October Board meeting a request was made to consider moving the funds from the sale of surplussed SCBA's into the Committed Fund.

Discussion

The District purchased the new SCBA's in the winter of 2025 with the use of the general fund, no changes were made to the committed fund to make this purchase.

The District sold the surplussed SCBA's for \$15,000 and paid a listing fee of \$1,500, for a total sale price of \$13,500. The funds were deposited and are reflected in the fiduciary net position account, in the general fund.

Options Available to the Board

1. Approve Resolution 2025-14 transferring \$13,500 into General Committed Reserves, to set aside for future capital asset purchase
2. Take no action and the funds will remain uncommitted and in the fiduciary net position



**BOARD OF DIRECTORS OF THE
PENRYN FIRE PROTECTION DISTRICT
COUNTY OF PLACER, STATE OF CALIFORNIA**

RESOLUTION NO. 2025-14

**A RESOLUTION APPROVING A FUNDS TRANSFER OF \$13,500 INTO COMMITTED FUND BALANCE
RESERVES IN OPERATING FUND**

WHEREAS: The Board of Directors of the Penryn Fire Protection District is fiscally responsible for the budget for the Fire District; and

WHEREAS: The Board of Directors of the Penryn Fire Protection District approves a transfer of \$13,500 from fiduciary net position to committed fund balance reserves in the operating fund; and

WHEREAS: The Board of Directors of the Penryn Fire Protection District designate these funds in general committed reserves for funding for future capital asset purchases; and

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Penryn Fire Protection District authorize the transfer of \$13,500 into the general committed reserves.

BE IT FURTHER RESOLVED, that the Board of Directors of the Penryn Fire Protection District direct the Placer County Auditor-Controller to make the necessary transfer.

APPROVED, PASSED AND ADOPTED at a regular meeting by the Board of Directors of the Penryn Fire Protection District this seventeenth day of November 2025, by the following vote on roll call:

AYES:

NOES:

ABSENT:

Cheryl Hotaling, Chair

ATTEST: _____
Larry Shields, District Secretary